



2003

Occupational Outlook Report

In Partnership with:

The State of California

Employment Development Department

Labor Market Information Division

The California Occupational Information Coordinating Committee



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WORKFORCE
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SAN DIEGO COUNTY JANUARY 2003 \$25.00



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San Diego County

2003 OCCUPATIONAL OUTLOOK REPORT



A Product of the California Cooperative Occupational Information System, sponsored by:

The San Diego Workforce Partnership, Inc.

**The State of California Employment Development Department,
Labor Market Information Division**

and

The California Occupational Information Coordinating Committee

California Career Resource Network

www.soicc.ca.gov

Charlsey Cartwright

Executive Director

San Diego Workforce Partnership, Inc.

www.SanDiegoAtWork.com

Lawrence G. Fitch

President and CEO

Mark Cafferty

Director, Strategic Alliances

Gary Moss

Labor Market Information Coordinator

Alicia Graham

Project Coordinator

John Berkley

Labor Market Specialist

Research Assistants

Barry Brennan

Fergus O'Boyle

Connor Duffy

Amy Reyes

Employment Development Department

Labor Market Information Division

www.calmis.ca.gov

Brendan Kelly

CCOIS Group Manager

Fernando Pina

Research Manager

Alvetta Covington

CCOIS Site Analyst

Annamarie Rivera

CCOIS Site Analyst

PURPOSE OF THE OCCUPATIONAL OUTLOOK REPORT

The San Diego Workforce Partnership, Inc. was established by the City and County of San Diego to "provide for a regional, comprehensive system of planning and administration to promote effective and efficient use of regional employment and training resources." Among the activities of the Workforce Partnership are labor market information services that include the production of the *Occupational Outlook Report*. This annual project is designed to provide an on-going analysis of the San Diego County labor market. For this project we collect occupational data directly from employers throughout the county. We then compile and publish the results and distribute to employers, education and training providers, career centers, social service agencies, economic development organizations, libraries and individuals throughout the region. Each year, specific occupations are targeted and employers are contacted to provide information on education and experience requirements, skills, wages, benefits, and advancement opportunities. This information is published in a user-friendly format to assist in human resource and career decisions by:

| | |
|---------------------|----------------------------------|
| • Job Seekers | • Economic Development Personnel |
| • Career Counselors | • Curriculum Designers |
| • Program Planners | • Human Resource Managers |
| • Trainers | • Educators |
| • Employers | |

2002-2003 San Diego Economy:

San Diego's economy continued to expand during the last several years, but at a slower rate compared to the economic growth rate of the late 1990s (9% average annual growth

rate). The gross regional product (the total value of goods and services produced in the region) increased to an estimated \$126 billion in 2002 (4.7% growth rate) and is forecast to grow by 5.4% to \$133 billion during 2003. While many regions throughout the state experienced economic slumps and downturns California's real economic strength has been bolstered by the gains occurring in southern California particularly in San Diego, Riverside, and San Bernardino Counties.

New job growth for the county has averaged 20,000 – 22,000 in the last two years, an annual growth rate of nearly 2%, while in the late 1990s the new job growth approached 30,000 – 35,000 annually, an annual growth rate of 4%.

Though the local economy is growing at a slow rate: fewer new jobs are being created, resulting in more competition among job seekers for those available positions. With fewer new jobs being created and a growing labor force, the unemployment rate has increased from an annual average of 3.2% in 2001 to an estimated 4.1% for 2002 and is forecast to be slightly higher during 2003 as company consolidations and downsizing occur.

San Diego's economic growth and ability to withstand dramatic economic downturn is attributed to its greatly diversified economy. The diversity is lead by activities in 16 traded clusters - Biomedical Products, Biotechnology & Pharmaceuticals, Business Services, Communications, Computer and Electronics Manufacturing, Defense and

Transportation Manufacturing, Entertainment & Amusement, Environmental Technology, Financial Services, Fruit and Vegetables, Horticulture, Medical Services, Military, Recreational Goods Manufacturing, Software and Computer Services, and Visitor Industry Services. These industry clusters are projected to create 40% of the region's 184,000 new jobs by the end of 2010 according to the *Path to Prosperity*, a recently released study by San Diego Workforce Partnership identifying the region's labor market needs.

The *Path to Prosperity* addresses workforce development's role in meeting the labor market needs of employers and keeping the region's economic engine running smoothly into the next decade; the study provides information on the current and future gaps between the skill set of the labor force and the skill needs of the region's still-restructuring economy. The study reveals two prominent labor supply problems in the regional labor market: 1) a disproportionately large number of low-wage jobs, and 2) a gap between jobs with high skill requirements and the ability of the local labor force to take advantage of them.

While the structure of the region's economy is expected to continue to support the disproportionately large number of low-wage jobs, the question arises as to the type of education and training programs the region needs so local workers can take advantage of the job opportunities the economy provides.

The *Path to Prosperity* seeks to better understand how to help local individuals move up the career ladder. With improved targeting of education and training programs, low-wage residents can more easily improve their skills and productivity, thus enabling them to earn higher wages and share in the increasing prosperity of the region.

Furthermore, training and career ladders are consistent with current regional economic development strategies and can

prepare employees for positions with high skill requirements and provide economic mobility. Education and training provide workers opportunities to learn the skills needed to get better jobs; and fluid career ladders create opportunities for residents to use those newly acquired skills while providing the region's employers the qualified local workers rather than importing workers from outside the local labor pool.

The continuing challenge for employers and the workforce preparation community is to identify the necessary skills, education and training for these skilled labor positions so more local workers will be prepared to fill them and maintain the strong economic health of the region.

How To Use This Report:

Occupations in this report range from entry-level to new and emerging occupations throughout San Diego County. The format was specifically designed to be easy to use and understand. The introductory sections provide an overview and quick reference for the terminology and coding systems used in the report. Please review the Description of Individual Occupational Profiles section to assist in interpreting the information.

Report Distribution:

The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information.

The Occupational Outlook Report is distributed to high schools, community colleges, career counselors, vocational rehabilitation offices, employers, human service agencies, library systems, and employers throughout San Diego County.

The *2003 Occupational Outlook Report* is also available on compact disk (CD) and can be accessed through the Workforce Partnership's website: www.SanDiegoAtWork.com/

ACKNOWLEDGEMENTS

The San Diego Workforce Partnership would like to thank the San Diego **Local Occupational Information Coordinating Committee** (LOICC) members for their contributions to the San Diego *2003 Occupational Outlook Report*. The LOICC guides the selection of occupations to be studied throughout the year and establishes community linkages for input into the selection process. The profiled occupations were first nominated by career counselors, rehabilitation specialists, case managers, educators, program planners, and human resource managers, and then finalized by the LOICC.

The San Diego Workforce Partnership also thanks:

Dr. Gangaram Singh, Assistant Professor, in the Department of Management - San Diego State University for chairing the LOICC Committee for a second year. Dr. Singh has participated in a number of labor market projects in conjunction with the San Diego Workforce Partnership and his continuing commitment to the LOICC Committee is greatly appreciated. Dr. Singh has an extensive background and teaching experience in Industrial Relations and Human Resource Management.

PARTICIPANTS IN THE 2002 LOICC INCLUDE:

Lorah Austin, San Diego State University, Psychology Department
Terri Bergman, San Diego Workforce Partnership, Inc.
John Berkley, San Diego Workforce Partnership, Inc.
Rob Claudio, California Employment Development Department
Cecile Cowan, San Diego Career Opportunities Partners
Kelly Cunningham, Greater San Diego Regional Chamber of Commerce
Alicia Graham, San Diego Workforce Partnership, Inc.

Shannon Jordan, University of California, San Diego Extension Program
Ann Marshall, California Employment Development Department,
Labor Market Information Division
Gary Moss, San Diego Workforce Partnership, Inc.
Kendra VanNote, San Diego Regional Economic Development Corporation
Susan Yamata, San Diego County Office of Education, Regional Occupational Program
Tom Ybarrola, San Diego County Office of Education, Regional Occupational Program

In collecting data for the 2003 occupational profiles, over 500 local employers graciously gave their time and provided reliable data and comments. Without their cooperation, the *2003 Occupational Outlook Report* would not be possible. To all the participating employers, the Labor Market Information team expresses our appreciation and extends a BIG THANK YOU!

METHODOLOGY

Steps in Research

1. Occupational Forecast:

Occupational projections are developed by the California Employment Development Department, Labor Market Information Division (LMID), and used to identify growing and declining occupations.

2. Occupational Selection:

A list of 100 occupations is presented to an audience of vocational counselors, trainers, employers, and educators at the annual Occupational Outlook dissemination meeting. Attendees rate the importance of obtaining information for the identified occupations. The results are reviewed and the final occupations to be studied are selected by the Local Occupational Information Coordinating Committee (LOICC).

3. Questionnaire Development:

Specific information needs for each occupation are determined, and questionnaires are developed by the California Employment Development Department, LMID in response to local information needs.

4. Sample Selection:

LMID generates a stratified employer sample by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.

5. Employer Questionnaire:

Confidential employer questionnaires are answered by telephone, fax, or mail. Completed questionnaires are reviewed for internal consistency and employers are re-contacted for clarification as needed.

6. Data Entry and Tabulation:

The questionnaire responses are entered into the California Cooperative Occupational Information System (CCOIS) database, which generates detailed data tabulations.

7. Written Analysis:

The data from these tabulations and other relevant information is carefully analyzed to prepare the individual occupational profiles. To develop the 33 profiles for the *2003 Occupational Outlook Report*, data was collected during June 24 – September 13, 2002.

USES FOR THE *2003 OCCUPATIONAL OUTLOOK REPORT*

The information in this report can be used by a variety of organizations and individuals for many different purposes. Possible uses include:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Curriculum Design

Training providers can assess and update their curriculum based on current employer need and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Program Planning

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

To maximize the use of this information, please contact the Labor Market Information team at the San Diego Workforce Partnership, Inc. 619.238.1445.

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| <u>OCCUPATIONAL TITLE</u> (Data Collection Date) | <u>OES CODE</u> | |
|---|-----------------|----|
| Accountants and Auditors (2002) | 211140 | 2 |
| Adult and Child Day Care Center Directors (2002) | 092167999 | 4 |
| Amusement and Recreation Attendants (2001) | 680140 | 6 |
| Assemblers and Fabricators - except Machine, Electrical, Electronic, and Precision (2002) | 939560 | 8 |
| Automotive Body and Related Repairers (2000) | 853050 | 10 |
| Automotive Mechanics (2000) | 853020 | 12 |
| Bill and Account Collectors (2000) | 535080 | 14 |
| Bioinformaticians (2002) | 041061994 | 16 |
| Biotechnology Research Assistants (2001) | 041061999 | 18 |
| Brick Masons (2001) | 873020 | 20 |
| Broadcast Technicians (2001) | 340280 | 22 |
| Call Center Workers (2000) | 531230999 | 24 |
| Carpenters (2002) | 871020 | 26 |
| Child Care Workers (2001) | 680380 | 28 |
| Civil Engineering Technicians (2002) | 225020 | 30 |
| Computer Aided Design (CAD) Technicians (2002) | 003362999 | 32 |
| Computer Animators (2001) | 030064998 | 34 |
| Computer Network Administrators / Managers (2000) | 031262999 | 36 |

| <u>OCCUPATIONAL TITLE</u> (Data Collection Date) | <u>OES CODE</u> | <u>PAGE</u> |
|--|------------------------|--------------------|
| Computer Programmers (2002) | 251051 | 38 |
| Computer Support Specialists (2000) | 251040 | 40 |
| Concrete and Terrazzo Finishers (2000) | 873110 | 42 |
| Construction Managers (2001) | 150170 | 44 |
| Cooks - Restaurant (2002) | 650260 | 46 |
| Customer Service Representatives - Utilities (2001) | 553350 | 48 |
| Dental Assistants (2000) | 660020 | 50 |
| Desktop Publishing - Graphic Designers (2001) | 979382999 | 52 |
| Drafters (2000) | 225140 | 54 |
| Electrical and Electronic Assemblers (2002) | 939050 | 56 |
| Electrical and Electronic Engineering Technicians and Technologists (2002) | 225050 | 58 |
| Electrical and Electronic Engineers (2002) | 221260 | 60 |
| Electricians (2000) | 872020 | 62 |
| Events / Meeting Planners (2000) | 187167999 | 64 |
| Fiber Optic Technicians (2002) | 023061999 | 66 |
| Financial Managers (2000) | 130020 | 68 |
| Firefighters (2002) | 630080 | 70 |
| Fitness / Wellness Coordinators (2001) | 077127999 | 72 |
| Food Preparation Workers (2002) | 650380 | 74 |
| Foreign Language and Literature Teachers, Postsecondary (2001) | 312150 | 76 |
| General Office Clerks (2001) | 553470 | 78 |
| Graphic Art Designer (2001) | 141061996 | 80 |
| Home Health Aides (2001) | 660110 | 82 |
| Interior Designers (2001) | 340410 | 84 |
| Internet Web Site Designers / Developers (2000) | 031064999 | 86 |
| Janitors and Cleaners - except Maids and Housekeeping Cleaners (2002) | 670050 | 88 |
| Librarians - Professional (2002) | 315020 | 90 |
| Licensed Vocational Nurses (2000) | 325050 | 92 |
| Machinists (2002) | 891080 | 94 |
| Maintenance Repairers - General Utility (2001) | 851320 | 96 |
| Marine Technicians (2001) | 041061995 | 98 |

| <u>OCCUPATIONAL TITLE</u> (Data Collection Date) | <u>OES CODE</u> | <u>PAGE</u> |
|--|------------------------|--------------------|
| Mechanical Engineers (2000) | 221350 | 100 |
| Medical and Clinical Lab Technologists (2002) | 329020 | 102 |
| Medical Assistants (2002) | 660050 | 104 |
| Medical Records Technicians (2001) | 329110 | 106 |
| Network Professionals (2002) | 031132999 | 108 |
| Nurse Aides (2002) | 660080 | 110 |
| Nurse Practitioners (2001) | 075264999 | 112 |
| Operating Engineers (2001) | 979560 | 114 |
| Paralegal Personnel (2001) | 283050 | 116 |
| Personnel, Training, and Labor Relations Managers (2000) | 130050 | 118 |
| Physical Therapy Assistants (2000) | 660171 | 120 |
| Plasterers and Stucco Masons (2001) | 873170 | 122 |
| Police Patrol Officers (2002) | 630140 | 124 |
| Public Relations Managers (2002) | 165167998 | 126 |
| Purchasing Agents - except Wholesale, Retail, and Farm Products (2002) | 213080 | 128 |
| Purchasing Managers (2000) | 130080 | 130 |
| Quality Assurance Technicians (2000) | 169167994 | 132 |
| Radiologic Technologists (2001) | 329190 | 134 |
| Receptionists and Information Clerks (2000) | 553050 | 136 |
| Recreation Workers (2000) | 273110 | 138 |
| Registered Nurses (2001) | 325020 | 140 |
| Sales Agents - Advertising (2001) | 430230 | 142 |
| Sales Representatives, Scientific (except Retail) (2000) | 490050 | 144 |
| Salespersons - Retail (except Vehicle Sales) (2000) | 490112 | 146 |
| Secretaries - except Legal and Medical (2002) | 551080 | 148 |
| Software Engineers (2000) | 030062999 | 150 |

| <u>OCCUPATIONAL TITLE</u> (Data Collection Date) | <u>OES CODE</u> | <u>PAGE</u> |
|--|------------------------|--------------------|
| Stock Clerks - Sales Floor (2002) | 490210 | 152 |
| Storage and Distribution Managers (2002) | 150230999 | 154 |
| Surgical Technicians (2002) | 329280 | 156 |
| Systems Analysts - Electronic Data Processing (2001) | 251020 | 158 |
| Teachers - Elementary School (2002) | 313050 | 160 |
| Teachers - Kindergarten (2001) | 313040 | 162 |
| Teachers - Secondary School (2002) | 313080 | 164 |
| Teachers - Special Education (2000) | 313110 | 166 |
| Technical Writers (2001) | 340050 | 168 |
| Telecommunications Engineers (2002) | 003061999 | 170 |
| Telecommunications Technicians (2000) | 003061998 | 172 |
| Traffic, Shipping, and Receiving Clerks (2000) | 580280 | 174 |
| Travel Agents (2001) | 430210 | 176 |
| Truck Drivers, Light - Include Delivery and Route Workers (2002) | 971050 | 178 |
| Veterinary Assistants (2001) | 798060 | 180 |
| Welders and Cutters (2001) | 939140 | 182 |
| Writers and Editors (2000) | 340020 | 184 |

| | |
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DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The topics and terms used in the *2003 Occupational Outlook Report* are defined as follows:

The terms used throughout the report describing employers' responses are:

- **All:** 100% of the employers' responses
- **Almost All:** 80-99% of the employers' responses
- **Most:** 60-79% of the employers' responses
- **Many:** 40-59% of the employers' responses
- **Some:** 20-39% of the employers' responses
- **Few:** Less than 20% of the employers' responses

Title and Definition of Occupations:

The primary occupational classification system used in this report is the Occupational Employment Statistics (OES) Classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). Most occupations have a six-digit OES code and definition. In the few cases where an occupation has not been assigned an OES code, the California Employment Development Department, Labor Market Information Division (LMID), has assigned a modified OES code. The Dictionary of Occupational Titles (DOT) and O*NET codes, two other classification systems developed by the U.S. Department of Labor's Employment and Training Administration, are included as alternatives to the OES codes.

Wages:

Wages are shown as a range and median that responding employers pay their employees at three levels of experience. The range and median of hourly wages are presented. This report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Wage ranges may indicate individuals with no experience earning more than those new to the firm with experience. Due to the low number of employer responses hiring inexperienced individuals the data for inexperienced workers may reflect a higher wage average.*

*The 2001 data reflects the increase in minimum wage to \$6.25 effective January 1, 2001, however, the 2001 data does not reflect the minimum wage increase to \$6.75 effective January 1, 2002. The 2002 data does reflect the recent minimum wage increase to \$6.75.

- **New Hires with No Experience:** Wages paid to trained individuals, but without paid experience in the occupation.
- **New Hires with Experience:** Wage paid to journey-level or individuals experienced in the occupation just starting at the firm.
- **After Three Years with the Firm:** Wages generally paid to individuals with more than three years of journey-level experience at the firm.

Hours:

The full-time, part-time, on-call, temporary, and seasonal employee distribution is reported, along with the average number of hours worked per week.

Shifts:

The four categories, Day, Swing, Graveyard, and Other (includes evening, afternoon, or week-end schedules), are reported based upon employers' responses.

Fringe Benefits:

Benefits presented are usually for full-time employees. Percentages indicate who pays for a particular benefit:

- **E'er Pays All** is the percentage of employers who pay for employees' entire benefit package.
- **E'ee Pays All** is the percentage of employers who require employees to pay for their benefits.
- **Shared Cost** is the percentage of employers who share the cost of benefits with their employees.
- **Not Provided** is the percentage of employers who do not provide the particular benefit.

Education, Training, Experience, and Skills:

This section is a compilation of employer responses covering the following.

The **Education** and **Training** sections report employers' hiring requirements over the past year. While minimum educational requirements have been shown as employers have expressed them, these requirements are not always essential to perform job

duties. Educational statements have been included in this report because individuals' lack of education may create a barrier with some employers.

Related work **Experience** and the type of experience required are reported.

Occupational titles are related to local **Education** and **Training** providers and appropriate programs that are available through local community colleges, the Regional Occupational Program (ROP), adult education, private training providers, extended studies, colleges and universities (included in Appendix A and are accessible through a state-wide data base of education and training providers at www.soicc.ca.gov.) *

* The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the schools to verify the information listed within this publication.

Vital occupational **Skills** employers rate as very important are also included in the report.

Supply and Demand:

Employers were asked to rate, on a four-point scale, the difficulty they have in finding experienced and inexperienced applicants to fill vacancies. The employers' responses are combined to form a weighted average using a formula that includes the number of new hires and the number of firms.

The following terms describe the degree of difficulty in finding applicants:

- **Very Difficult:**

Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists; therefore, qualified applicants encounter **no competition** in their job search.

- **Moderately Difficult:**

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants may find **little competition** in their job search.

- **Not Difficult:**

Supply of qualified applicants is considerably greater than demand. Qualified applicants may find a **very competitive** job market.

Recruitment Methods:

This section describes the three most frequently used methods to recruit new employees for the occupation, and is reported in descending order.

Turnover:

Turnover is reported as a percentage. It is based on vacancies (resulting from promotions and employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in that occupation minus new positions hired. Terms used to describe turnover are:

- **Very Low:** Less than 6%
- **Moderately Low:** Between 6% and 10%

- **Moderate:** Between 11% and 20%
- **Moderately High:** Between 21% and 30%
- **High:** Over 30%

Size of 2002 Employment:

This relates to the projected level of employment in the occupation compared to the total projected employment in the county. Terms used to describe occupational size are:

- **Small:** Less than 1,661 employees in the occupation (less than .15% of 2002 total county employment)
- **Medium:** Between 1,661–3,322 employees in the occupation (.15% to .299% of 2002 total county employment)
- **Large:** Between 3,323–7,198 employees in the occupation (0.3% to .649% of 2002 total county employment)
- **Very Large:** More than 7,199 employees in the occupation (more than .65% of 2002 total county employment)

Gender Representation:

The percentage of female and male workers in each occupation is reported, based on local employers' responses.

Where the Jobs Are:

This is based on the industry/employment distribution data developed by the California Employment Development Department, LMID. The industries providing the largest sources of employment are identified for each occupation.

Employers' Employment Outlook:

This section identifies the number of employers' responses used in developing the occupational profiles and provides the employers' employment outlook for the next two years.

OES Growth Projections:

This section shows the seven-year job opening projections (1999-2006) provided by the California Employment Development Department LMID.*

*Data for the 2001 occupational profiles and the employment projections were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data may not reflect current labor market conditions.

New Job Growth Rate:

This section provides the seven-year new job growth rate and compares it to the average new job growth rate for the county (18.3%, 1999-2006). The following terms are applied to the new job growth rate for occupations in San Diego County:

- **Much Faster than Average:** 27.45% or more
- **Faster than Average:** 20.13% to 27.44%
- **Average:** 16.47% to 20.12%
- **Slower than Average:** 0.01% to 16.46%
- **Remain Stable:** Equal to 0%
- **Slow to Decline:** Less than 0%

Promotional Opportunities:

This section lists those occupations that serve as promotional opportunities for the profiled occupations.

Unionization/Collective Bargaining:

This section shows the percentage of the responding employers who indicated employees were members of a union or bargaining unit. Employees' wages that are subject to collective bargaining or union agreement are also reported.

Alternative Job Titles:

This section lists other possible titles employers use for employees whose duties and activities match those described in the definition.

Related Codes:

This section lists DOT or O*NET occupational codes related to the profiled occupation.

Data Collection Date:

This section provides the time period when the data was gathered from employers.

SAN DIEGO WORKFORCE PARTNERSHIP ONE-STOP CAREER CENTER NETWORK

For more than 28 years, the San Diego Workforce Partnership has supported the region's workforce and employers through education, training, and employment services. With six One-Stop Career Centers, a new branch office, and the first interactive kiosk, the San Diego Workforce Partnership offers companies and job seekers the tools they need to remain competitive in today's working world. The One-Stop Career Centers provide job seekers and employers quick, easy access to a wide range of services in one location. Job seekers looking to find new employment, upgrade job skills, or research careers can find assistance at a One-Stop Career Center in their neighborhood. Many basic services important to any type of job search are available at no cost including access to job search assistance, workshops, and use of business equipment such as fax, phones, copy machines, and a computer lab with Internet access. In addition, the One-Stop Centers provide a variety of personalized services for those requesting additional assistance such as, eligible job seekers with interest and aptitude assessments, one-on-one career counseling, and access to training programs. Most One-Stop Centers offer beginning, intermediate, and advance computer classes in the most frequently used software programs. Finally, information on community services and resources like childcare, legal aid, and transportation services are also available.

ONE-STOP CAREER CENTERS

For One-Stop Career Center Locations – Contact 1-888-884-SDWP (7397)

East County Career Center

Operated by Grossmont Union High School District

Metro Career Center

Operated by San Diego Career Opportunities Partners

South County Career Center

Operated by TTI America

South Metro Career Center

Operated by San Diego Workforce Partnership

North County Coastal Career Center

Operated by ACS State and Local Solutions

North County Inland Career Center

Operated by ACS State and Local Solutions

South Metro Career Center/Grant Hill Branch

Operated by Center for Employment and Training

One-Stop Career Center Information Kiosk

www.SanDiegoAtWork.com

SAN DIEGO WORKFORCE PARTNERSHIP CAREER ADVANCEMENT CENTERS

The San Diego Workforce Partnership's Career Advancement Center is a specially designed One-Stop Career Center geared toward the unique needs of military personnel and their family members. All One-Stop Career Center services, outlined above, can be found at the Career Advancement Center. In addition, military personnel and their family can receive assistance with childcare and transportation.

Those qualifying for this special program include:

- Honorably and involuntarily separated military personnel and their family members
- Unemployed or underemployed family members affected by permanent change of station (PCS)
- Displaced full-time Department of Defense employees and their family members
- Separated National Guard and Reserve personnel who have served 180 consecutive days

CAREER ADVANCEMENT CENTER LOCATIONS

**Career Advancement Center
Serving Camp Pendleton**
1949 Avenida del Oro, Suite 106
Oceanside, CA 92056
(760) 414-3500

**Career Advancement Center
Miramar**
MCCS-MCAS Miramar, Building 5305
P.O. Box 452008
San Diego, CA 92145-2008
(858) 635-9168

**Career Advancement Center
Navy Region San Diego**
1111 Bay Boulevard, Suite E
Chula Vista, CA 91911
(619) 424-1112

www.SanDiegoAtWork.com

SAN DIEGO COUNTY
2003 *OCCUPATIONAL OUTLOOK REPORT*
OCCUPATIONAL PROFILES

ACCOUNTANTS AND AUDITORS

OES 211140

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$10.65 - 15.34 | \$13.42 |
| New Hires, With Experience: | \$9.78 - 21.58 | \$16.79 |
| After Three Years With the Firm: | \$12.79 - 26.37 | \$20.20 |

Average Weekly Hours: All (100%) Accountants and Auditors work full-time, 43 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 56% | 25% | 19% |
| Dental Insurance: | 38% | 13% | 50% |
| Vision Insurance: | 31% | 13% | 56% |
| Life Insurance: | 50% | 0% | 50% |
| Paid Sick Leave: | 69% | 0% | 31% |
| Paid Vacation: | 88% | 0% | 13% |
| Retirement Plan: | 50% | 6% | 31% |
| Child Care: | 19% | 0% | 81% |
| Other Employers Specified: 401-K Plan, Flexible Spending Account, Bonuses | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%

EMPLOYER REQUIREMENTS

Education: Almost all (81%) firms require a bachelor degree and a few (19%) require an associate degree.

Training: Some (20%) firms accept three months to two years training as a substitute for work experience. A few (19%) require one year of technical training in bookkeeping and Microsoft Excel. Applicants with spreadsheet, database, and word processing skills are preferred. Employers reported using the following software applications: Peoplesoft, Access, J.D. Edwards, Microsoft Access, and tax preparation software.

Education / Training Providers: See Appendix A, page 187

Experience: Most (69%) firms require 2 - 4 years work experience as an Accountant or Auditor. Almost all (86%) do not accept other occupational experience, although a few (14%) accept one year experience in finance or accounting in the private sector.

Skills rated "very important":

Ability to apply accounting principles
Ability to perform accurate work
Ability to evaluate, analyze, and interpret data
Ability to meet deadlines and work under pressure
Possession of problem-solving skills
Ability to work on a team
Ability to work independently
Possession of interpersonal skills
Ability to prioritize multiple projects
Ability to use accounting software
Possession of accurate record keeping skills
Knowledge of advanced mathematics
Knowledge of correct grammar, punctuation, and spelling
Knowledge of cost accounting and auditing skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Accountants and Auditors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, and Trade Journals

Turnover: Moderately low, 8.6% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 52% male, 48% female

Where The Jobs Are:

Accounting, Auditing, and Bookkeeping Services

Business Services

Engineering and Research Facilities

Local, State, and Federal Government

Hotels and Motels

Management and Public Relations

Manufacturing Companies

Restaurants

Schools, Colleges, and Universities

Employers' Employment Outlook: 16 employers responded, providing data representing 104 employees for this occupation.

12 employers project employment to remain stable and 4 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 1,250
Separations to 2006: 950
*Total Openings: 2,200

New Job Growth Rate: 15.2%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Accountant, Accountant Manager, Principle Accountant, Manager Staff Accountant

Unionization/Collective Bargaining: Yes, 6% of employers and 3% of employees were unionized.

Alternate Job Titles: Staff Accountants, Accounting Managers, Financial Analysts, General System Accountants, Cash Accountants, Auditors, Certified Public Accountants

Emerging Occupations: Financial Planners

Related Codes: DOT - 160.162-010, 160.162-018, 160.162-026, O*NET - 13-2011.01

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ADULT AND CHILD DAY CARE CENTER DIRECTORS

092167999

Adult and Child Day Care Center Directors direct activities of child or adult day care center or other facility to provide instruction and care for children or adults. They maintain facility budget and purchase instructional materials or teaching aids and hires teaching and service staff. They review and evaluate facility activities to ensure conformance to state and local regulations.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$7.65 - 22.77 | \$9.00 |
| New Hires, With Experience: | \$8.25 - 27.57 | \$17.74 |
| After Three Years With the Firm: | \$10.50 - 31.16 | \$19.18 |

Average Weekly Hours: Almost all (90%) Adult and Child Day Care Directors work full-time, 42 hours per week. A few (10%) work part-time, 17 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 87% | 7% |
| Dental Insurance: | 87% | 7% |
| Vision Insurance: | 67% | 27% |
| Life Insurance: | 47% | 47% |
| Paid Sick Leave: | 87% | 7% |
| Paid Vacation: | 93% | 0% |
| Retirement Plan: | 53% | 40% |
| Child Care: | 33% | 60% |
| Other Employers Specified: 401-K Plan, Bonuses | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require an associate degree. Some (27%) require a bachelor degree.

Training: Many (38%) firms accept 3 - 6 months training as a substitute for work experience. Many (47%) require technical or vocational training. Adult Day Care Directors must complete a 40 hour certificate program administered by the state of California Department of Social Services. Applicants with word processing, spreadsheet, and e-mail software skills are preferred. Employers reported using Microsoft Word and Excel software applications.

Education / Training Providers: See Appendix A, page 190

Experience: Almost all (80%) firms require 3-5 years work experience as a Adult and Child Day Care Director. Most (67%) accept 3-5 years experience in social work and nursing with some managerial experience.

Skills rated "very important":

- Ability to work independently
- Possession of effective communication and writing skills
- Ability to keep accurate records and maintain files
- Possession of a clean appearance and personal hygiene
- Possession of customer service and interpersonal skills
- Knowledge of government adult/child care regulations
- Ability to hire, plan, and supervise work of staff
- Possession of effective communication skills
- Ability to direct instructional activities
- Ability to maintain facility budgets
- Ability to purchase instructional materials
- Ability to administer CPR and first aid
- Ability to prepare activity schedules
- Ability to pass a tuberculosis test

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Adult and Child Day Care Directors**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

In House Promotion or Transfer, Employee Referrals, Newspaper Advertisements

Turnover: Moderately low, 10% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 86% female, 14% male

Where The Jobs Are:

Adult Care Centers
Adult Retirement Facilities
Child Day Care Centers
Child Pre-Schools
Senior Living Homes

Employers' Employment Outlook: 15 employers responded, providing data representing 21 employees for this occupation.

15 employers project employment to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Corporate Officer, Regional Administrator, General Manager, Executive Director

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Directors, Executive Directors, Managers, Administrators, Residential Administrators, Administrative Directors

Related Codes: DOT - 187.117-010,
OES - Not Available

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

AMUSEMENT AND RECREATION ATTENDANTS

OES 680140

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of the recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers and operate carnival rides and amusement concessions.

WAGES AND BENEFITS

| Hourly Wages* | Range | Median |
|----------------------------------|----------------|--------|
| New Hires, No Experience: | \$6.25 - 7.35 | \$6.25 |
| New Hires, With Experience: | \$6.25 - 10.00 | \$7.00 |
| After Three Years With the Firm: | \$7.00 - 13.00 | \$8.00 |

*Combined union and non-union wages

Average Weekly Hours: Many (43%) Amusement and Recreation Attendants work full-time, 37 hours per week. Some (34%) work part-time, 19 hours per week and on a seasonal basis (22%), 28 hours per week.

Shifts: All (100%) employers report day shifts and many (53%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---------------------------------------|--------------------------|--------------------|---------------------|
| Medical Insurance: | 46% | 8% | 31% |
| Dental Insurance: | 31% | 0% | 46% |
| Vision Insurance: | 38% | 0% | 46% |
| Life Insurance: | 23% | 8% | 54% |
| Paid Sick Leave: | 31% | 8% | 46% |
| Paid Vacation: | 38% | 8% | 38% |
| Retirement Plan: | 15% | 8% | 54% |
| Child Care: | 0% | 0% | 85% |
| Other Employers Specified: 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%

EMPLOYER REQUIREMENTS

Education: Most (67%) firms hire those with less than high school diploma or equivalent. Some (27%) require a high school diploma or equivalent.

Training: Many (50%) firms accept six months to two years training as a substitute for work experience. Some (33%) require one year vocational training in fitness, health, or nutrition. Employers may provide on-the-job training and require applicants to be certified by the American Red Cross. Applicants with word processing, spreadsheet, and database skills are preferred.

Education / Training Providers: See Appendix A, page 191

Experience: Most (73%) firms do not require work experience as Amusement and Recreation Attendants. All (100%) employers accept 6-12 months of occupational experience such as cashiers and other health and fitness related occupations.

Skills rated "very important":

Possession of customer service skills
Possession of oral communication skills
Ability to follow safety procedures
Willingness to work nights, weekends, and holidays
Ability to read and follow instructions
Possession of interpersonal skills
Willingness to work with close supervision
Ability to work independently
Ability to receive payments and make change
Ability to resolve customer complaints
Ability to operate a cash register/cash handling skills
Willingness to work part-time
Willingness to work out of doors

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Amusement and Recreation Attendants**
Experienced Applicants: **No competition in job search**
Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, School and Program Referrals, Newspaper Advertisements

Others Include: Help Wanted Signs, Applications

Turnover: Moderately high, 22% in the past 12 months.

***Note:** A few employers report high turnover due to the seasonal nature of their business.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 53% male, 47% female

Where The Jobs Are:

Amusement and Recreation Parks
Bowling Centers
Family Outing Centers
Exercise and Fitness Facilities
Golf and County Clubs
Hotels, Motels, Resorts, and Spas
Local Professional Sports Teams
Recreation and Community Centers
Skating Rink and Skate Board Parks

Employers' Employment Outlook: 15 employers responded, providing data representing 441 employees for this occupation.

12 employers project employment to remain stable, 2 expect it to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 2,460
Separations to 2006: 830
*Total Openings: 3,290

New Job Growth Rate: 51.3%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: On Line Supervisor, Camp Counselor, Head Lifeguard, Shift Manager, Assistant Manager, Lead Supervisor, Recreation Leader II, III, Regional Manager

Unionization/Collective Bargaining: Yes, 7% of employers and 41% of employees were unionized.

Alternate Job Titles: Amusement Attendants, Crew Members, Park Attendants, Recreation Leaders, Ride Operators, Clerks, Sales Attendants

Related Codes: DOT - 211.467-022, 342.663-010, 342.677-010, 349.664-010

O*NET - 39-3091.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC AND PRECISION OES 939560

Assemblers and Fabricators, except Machine, Electrical, Electronic and Precision in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. This includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.75 - 8.00 | \$6.75 |
| New Hires, With Experience: | \$6.75 - 12.00 | \$8.00 |
| After Three Years With the Firm: | \$8.00 - 18.00 | \$11.00 |

Average Weekly Hours: Almost all (91%) Assemblers and Fabricators work full-time, 41 hours per week. A few (8%) work on a temporary or on-call basis 40 hours per week.

Shifts: All (100%) employers report day shifts. A few (11%) have swing and (6%) have graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 22% | 56% | 17% |
| Dental Insurance: | 22% | 50% | 22% |
| Vision Insurance: | 11% | 44% | 39% |
| Life Insurance: | 17% | 33% | 44% |
| Paid Sick Leave: | 78% | 6% | 11% |
| Paid Vacation: | 83% | 0% | 11% |
| Retirement Plan: | 0% | 61% | 28% |
| Child Care: | 0% | 0% | 94% |
| Other Employers Specified: 401-K Plan, Holiday Pay, Service Bonuses, Profit Sharing | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (61%) firms hire those with less than a high school diploma or equivalent. Some (39%) require a high school diploma or equivalent.

Training: Some (22%) firms accept 3-6 months training as a substitute for work experience. A few (11%) require 3-6 months vocational training and experience with small machinery components.

Education / Training Providers: See Appendix A, page 191

Experience: Many (50%) firms require 6-12 months work experience as an Assembler or Fabricator.

Skills rated "very important":

Ability to follow safe working practices
 Ability to maintain quality control in assembly
 Ability to do repetitive work
 Ability to perform precision work
 Possession of manual dexterity
 Ability to work on a team
 Ability to concentrate for long periods of time
 Possession of good eyesight and color vision
 Ability to use small hand power tools
 Knowledge of basic mathematics
 Ability to read blueprints and technical drawings
 Possession of soldering skills
 Possession of communication skills
 Ability to speak and understand Spanish
 Knowledge of production line procedures

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | |
| Not Difficult | X | X |
| Few Employers Hire | | |

Job Market for: **Assemblers and Fabricators**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Private Employment Agencies

Others Include: Walk-In Applicants

Turnover: Moderate, 11.6% in the past 12 months.

Size of 2002 Employment: Very large - more than 7,199

Gender Representation: Local employer response indicates 60% male, 40% female

Where The Jobs Are:

Aircraft and Parts
Building Materials, Lumber, and Durable Goods
Computer and Office Equipment
Electronics and Communication Equipment
Fabricated Steel Products
Furniture and Household Fixture Manufacturing
Industrial Machinery
Plastics Fabrication
Toys and Sporting Goods Equipment

Employers' Employment Outlook: 18 employers responded, providing data representing 479 employees for this occupation.

12 employers project employment to grow, 5 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 1,910
Separations to 2006: 1,430
*Total Openings: 3,340

New Job Growth Rate: 18%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Inspector, Lead, Quality Control Supervisor, Machine Assembler, Assistant Supervisor, Shipping Clerk, Sales Representative, Manufacturing Manager

Unionization/Collective Bargaining: Yes, 6% of employers and 15% of employees were unionized.

Alternate Job Titles: Mechanical Assemblers, Feeders, Secondary Operators, Manufacturers, Assembly Technicians, Production Helpers

Related Codes: DOT - 706.361-010, 706.684-022, 706.687-010, 712.687-010, 732.684-014, 734.687-014, 806.381-026
O*NET - 51-2099-99

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

AUTOMOTIVE BODY AND RELATED REPAIRERS

OES 853050

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$5.75 - 12.50 | \$7.50 |
| New Hires, With Experience: | \$8.00 - 21.58 | \$13.50 |
| After Three Years With the Firm: | \$10.00 - 32.00 | \$20.50 |

Average Weekly Hours: All (100%) Autobody Repairers work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employee

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 24% | 47% | 29% |
| Dental Insurance: | 12% | 18% | 71% |
| Vision Insurance: | 18% | 18% | 65% |
| Life Insurance: | 12% | 0% | 82% |
| Paid Sick Leave: | 65% | 0% | 35% |
| Paid Vacation: | 76% | 0% | 24% |
| Retirement Plan: | 24% | 0% | 76% |
| Child Care: | 6% | 0% | 94% |
| Other Employers Specified: 401-K Plan, Profit Sharing | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Some (25%) firms accept one year of training as a substitute for work experience. Many (47%) require 1-2 years vocational training and an I-CAR (training on up-to-date collision repair techniques) or an Automotive Service Excellence (ASE) Certification. ASE tests are conducted twice a year by American College Testing (ACT). Apprenticeships or on-the-job training is sometimes provided.

Education / Training Providers: See Appendix A, page 192

Experience: Most (65%) firms require 1-5 years work experience as a Autobody Repairer. A few (9%) accept two years experience as a Automotive Mechanic.

Skills rated "very important":

Ability to work independently
Ability to use hand and power tools
Knowledge of painting techniques
Ability to read and follow instructions
Ability to do masking work
Possession of own power tools
Ability to tolerate dust and paint fumes
Ability to use cutting and welding machinery
Willingness to work with close supervision
Possession of good color perception
Ability to lift at least 70 pounds

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Automotive Body Repairers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Turnover: Moderate, 14% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 9% female, 91% male

Where The Jobs Are:

Automotive Repair Shops

Car Dealerships

Employers' Employment Outlook: 17 employers responded, providing data representing 250 employees for this occupation.

9 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 390
Separations to 2006: 440
*Total Openings: 830

New Job Growth Rate: 19.7%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Detailer, Shop Foreman, Estimator, Shop Manager, Parts Manager, Production Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Autobody Technicians, Body Technicians

Related Codes: DOT - 807-361-010, 807.381-030, 807.684-010
O*NET - 49-3021.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

AUTOMOTIVE MECHANICS

OES 853020

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$6.00 - 10.00 | \$7.67 |
| New Hires, With Experience: | \$8.25 - 25.00 | \$13.71 |
| After Three Years With the Firm: | \$12.00 - 27.81 | \$20.00 |

Average Weekly Hours: All (100%) Automotive Mechanics work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 31% | 50% | 13% |
| Dental Insurance: | 19% | 56% | 19% |
| Vision Insurance: | 25% | 38% | 31% |
| Life Insurance: | 25% | 31% | 38% |
| Paid Sick Leave: | 56% | 0% | 44% |
| Paid Vacation: | 94% | 0% | 6% |
| Retirement Plan: | 44% | 31% | 25% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K, Paid Holidays | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Many (57%) firms accept 1-2 years training as a substitute for work experience. Many (50%) require 1-2 years vocational training and an I-CAR (training on up-to-date collision repair techniques) or Automotive Service Excellence (ASE) Certification. ASE tests are conducted twice a year by American College Testing (ACT). Training is available at community colleges, ROP, dealer sponsored factory training programs, or apprenticeships.

Education / Training Providers: See Appendix A, page 193

Experience: Many (50%) firms require 2-5 years work experience as a Automotive Mechanic.

Skills rated "very important":

Ability to work independently
Ability to read and follow instructions
Ability to use hand and power tools
Ability to use electronic diagnostic equipment
Knowledge of safe working practices
Possession of a valid driver's license
Possession of a clean DMV driving record
Possession of power tools
Ability to tune up engines
Ability to repair brakes
Possession of a strong work ethic
Ability to work well with others
Willingness to work with close supervision
Knowledge of fuel injection systems
Ability to repair air conditioning systems
Possession of oral communication skills
Acceptance of drug free workplace

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Automotive Mechanics**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals

Turnover: Moderately low, 6% in the past 12 months.

Size of 2002 Employment: Large - 3,323 - 7,198

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Automotive Repair Shops

Auto Supply Store

New and Used Car Dealerships

Employers' Employment Outlook: 16 employers responded, providing data representing 301 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,300
Separations to 2006: 1,250
*Total Openings: 2,550

New Job Growth Rate: 19.8%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Shop Foreman, Assistant Manager, Service Manager, Shop Manager, Parts Manager, Dispatcher, Team Leader, Service Writer

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 620.261-010, 620.261-012, 620.381-010
O*NET - 49-3023.00, 49-3023.01

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BILL AND ACCOUNT COLLECTORS

OES 535080

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$5.75 - 10.02 | \$9.50 |
| New Hires, With Experience: | \$7.50 - 15.00 | \$10.00 |
| After Three Years With the Firm: | \$10.00 - 18.99 | \$13.00 |

*Combined union and non-union wages

Average Weekly Hours: Almost all (99%) Bill and Account Collectors work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 33% | 39% | 17% |
| Dental Insurance: | 28% | 28% | 33% |
| Vision Insurance: | 22% | 17% | 50% |
| Life Insurance: | 33% | 17% | 39% |
| Paid Sick Leave: | 78% | 0% | 11% |
| Paid Vacation: | 83% | 0% | 6% |
| Retirement Plan: | 39% | 11% | 33% |
| Child Care: | 17% | 6% | 61% |
| Other Employers Specified: 401-K Plan, Stock Options, Profit Sharing, Bus Transportation Passes | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Many (53%) firms accept six months training as a substitute for work experience. Applicants with word processing and database software skills are preferred.

Education / Training Providers: No local education or training programs for this occupation.

Experience: Some (28%) firms require six months to three years work experience as a Bill and Account Collector. Almost all (83%) accept 1-2 years experience as a Telemarketer, Phone Solicitor, Medical Biller, Customer Service Representative, Repossessor, in a credit union, or the insurance industry.

Skills rated "very important":

Possession of oral communication skills
 Possession of customer service skills
 Ability to resolve billing disputes
 Ability to work independently
 Possession of telephone answering skills
 Ability to read and follow instructions
 Knowledge of federal collection regulations
 Ability to interpret and explain policies
 Ability to use a computer
 Possession of negotiation skills
 Ability to keep records
 Possession of public contact skills
 Ability to interview others for information
 Possession of problem solving skills
 Knowledge of skip tracing

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Bill and Account Collectors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Turnover: Moderately high, 25% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 57% female, 43% male

Where The Jobs Are:

Banks and Credit Unions
Credit Collection Agencies
Doctors Offices
Hospitals and Medical Labs
Insurance and Mortgage Companies
Local Government
Nursing Facilities
Temporary Employment Agencies
Utility Companies

Employers' Employment Outlook: 18 employers responded, providing data representing 240 employees for this occupation.

12 employers project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 850
Separations to 2006: 520
*Total Openings: 1,370

New Job Growth Rate: 35.7%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Collector I, II, III, Floor Manager, Collection Supervisor, Department Manager, Credit Manager, Senior Collector, Recovery Officer, Collection Investigator, Customer Service Manager

Unionization/Collective Bargaining: Yes. 11% of employers and 20% of employees were unionized.

Alternate Job Titles: Collectors, Collection Servicing Specialists, Collection Analysts, Customer Service Representatives, Account Collectors, Patient Account Representatives, Recovery Collectors

Related Codes: DOT - 241.357-010, 241.367-010, 241.367-022
O*NET - 43-3011.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BIOINFORMATICIANS

041061994

Bioinformaticians collect, manage, analyze, and interpret data generated from bioscience research databases or projects. They focus on the manipulation of databases and pre-existing software programs. Generally, they have strong computer programming skills, such as clustering algorithms; data mining; and programming in various languages, as: Java, C++, SQL, Oracle, and Perl. They may be responsible for developing software for biological research and using databases for analysis and informational storage and retrieval. Typically, they have backgrounds in either: natural sciences, like chemistry, physics or molecular life science; or applied math/computer science; or large database management. They may be responsible for coordinating and facilitating data streams and analyses from all relevant databases into a common environment in both corporate and academic settings.

WAGES AND BENEFITS

| Estimated Hourly Wages* | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$19.40 - 21.43 | \$19.66 |
| New Hires, With Experience: | \$26.05 - 33.56 | \$28.29 |
| After Three Years With the Firm: | \$37.21 - 40.75 | \$38.36 |

*Wage data was estimated by employers because Bioinformaticians is a new and emerging occupation and the types of training, education, and experience of workers can vary depending on the individual employer.

Average Weekly Hours: Almost all (98%) Bioinformaticians work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Estimated Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--------------------|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 50% | 25% |
| Dental Insurance: | 50% | 25% |
| Vision Insurance: | 0% | 100% |
| Life Insurance: | 38% | 63% |
| Paid Sick Leave: | 75% | 25% |
| Paid Vacation: | 75% | 25% |
| Retirement Plan: | 0% | 50% |
| Child Care: | 0% | 75% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (78%) require a graduate degree. Some (22%) require a bachelor degree.

Training: All (100%) firms do not accept training as a substitute for work experience. Some (22%) require 1-2 years technical or vocational training. Employers reported using the following programming languages: C++, Perl, SQL, Visual Basic, Sybase, Oracle, HTML, and Java.

Education / Training Providers: See Appendix A, page 196

Experience: Many (44%) firms require 2-4 years experience as a Bioinformatician. Some (56%) do not require, but prefer previous experience in biology or computer science. All (100%) do not accept other occupational experience.

Skills rated "very important":

Knowledge of Unix or Linux operating platforms
 Knowledge of molecular biology software packages
 Ability to manage large databases
 Ability to create tools to query databases
 Knowledge of molecular biology, biochemistry, and biotechnology
 Knowledge of computational biology
 Knowledge of molecular biophysics
 Knowledge of molecular modeling
 Knowledge of chemistry and physics
 Knowledge of genomics and DNA sequencing
 Knowledge of advanced mathematics
 Knowledge of statistics
 Knowledge of computer graphics
 Ability to write technical material
 Possession of analytical skills
 Project management skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Bioinformaticians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Colleges and Universities, Private Employment Agencies

Others Include: Phone Job Line, Job Postings, Word of Mouth

Turnover: None Reported

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 56% male, 44% female

Where The Jobs Are:

Biotechnology and Pharmaceutical Research Companies

Employers' Employment Outlook: 9 employers responded, providing data representing 81 employees for this occupation.

5 employers project employment to grow, 3 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Senior Bioinformatics Associate, Bioinformatics Scientist, Bioinformatics Investigator, Technical Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Bioinformatic Associates, Scientists I, II, Research Programmers, Research Associates, Director of Bioinformatics, Data Mining Leads, Bioinformatic Scientists

Related Codes: Not Available

Data Collection Date: Summer 2002

Note: * **Bioinformatics - Emerging Discipline**

Biomedical research, an information-based discipline, is undergoing a major revolution as novel experimental approaches are yielding unprecedented amounts of data. Indeed, automation and robotics are becoming integral parts of experimental processes, impacting the way both academic and industrial research is carried out. Modern fundamental and applied research in the life sciences is critically dependent on this relatively new discipline.

* This occupational profile was completed using additional data resources other than those used by EDD, CCOIS survey.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BIOTECHNOLOGY RESEARCH ASSISTANTS

041061999

Biotechnology Research Assistants may be responsible for a wide variety of research laboratory tasks and experiments used to create products such as new drugs and vaccines to combat AIDS, cancer and heart disease. These tasks and experiments may also apply to developing new foods, veterinary medicines, medical devices, plastics and pollution control products.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$7.00 - 12.47 | \$12.00 |
| New Hires, With Experience: | \$12.00 - 19.18 | \$14.38 |
| After Three Years With the Firm: | \$13.62 - 21.58 | \$16.78 |

Average Weekly Hours: Almost all (95%) Biotechnology Research Assistants work full-time, 44 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|--|----------------------|---------------------|
| Medical Insurance: | 87% | 0% |
| Dental Insurance: | 73% | 13% |
| Vision Insurance: | 73% | 13% |
| Life Insurance: | 60% | 27% |
| Paid Sick Leave: | 87% | 0% |
| Paid Vacation: | 87% | 0% |
| Retirement Plan: | 67% | 20% |
| Child Care: | 0% | 87% |
| Other Employers Specified: 401-K Plan, Education Reimbursement | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (47%) firms require a bachelor degree. Some (27%) require an associate degree or a high school diploma (27%).

Training: Many (54%) firms accept 1-2 years training as a substitute for work experience. Almost all (80%) do not require technical or vocational training. Applicants with word processing and database software skills are preferred.

Education / Training Providers: See Appendix A, page 198

Experience: Most (67%) firms require 1-2 years work experience as a Biotechnology Research Assistant. Most (70%) accept 1-2 years experience in chemistry, math, or science related fields.

Skills rated "very important":

Knowledge of safe working practices
Ability to read and follow instructions
Ability to keep accurate records
Ability to do precision work
Ability to analyze data and solve problems
Ability to work on a team
Possession of observational and computational skills
Knowledge of microbiology
Knowledge of chemistry
Knowledge of biological sciences
Ability to work independently
Knowledge of quality control procedures
Ability to concentrate for long periods of time
Ability to work under pressure
Possession of oral communication skills
Knowledge and understanding of clinical terminology

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | |
| Not Difficult | X | X |
| Few Employers Hire | | |

Job Market for: **Biotechnology Research Assistants**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Others Include: Job and Career Fairs

Turnover: Moderately low, 7.2% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates
55% female, 45% male

Where The Jobs Are:

Biotechnology and Pharmaceutical Research Companies

Medical Laboratories

Research, Development, and Testing Services

Employers' Employment Outlook: 15 employers responded, providing data representing 232 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Department Assistant, Technologist, Assistant Researcher, Senior Laboratory Technician, Director, Manufacturing Technician, Clinical Trial Researcher, Department Supervisor

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Lab Assistants, Research Associates, Research and Development Technicians, Laboratory Technicians

Related Codes: DOT - 019.261-010, 049.364-018, 199.267-034
O*NET - Not Available

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BRICK MASONS**OES 873020**

Brick Masons lay building materials, such as brick, structural tile, concrete, cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures. Includes Refractory Brick Masons.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------------|
| New Hires, No Experience: | \$8.00 - 12.00 | \$9.50 |
| New Hires, With Experience: | \$11.00 - 18.00 | \$16.00 |
| After Three Years With the Firm: | \$17.00 - 26.00 | \$22.50 |

Average Weekly Hours: All (100%) Brick Masons work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays***Full-Time Employees**

| | <u>Employer Pays All</u> | <u>Not Provided</u> |
|--------------------|--------------------------|---------------------|
| Medical Insurance: | 29% | 71% |
| Dental Insurance: | 21% | 79% |
| Vision Insurance: | 14% | 86% |
| Life Insurance: | 14% | 86% |
| Paid Sick Leave: | 7% | 93% |
| Paid Vacation: | 21% | 79% |
| Retirement Plan: | 21% | 79% |
| Child Care: | 0% | 100% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms require a high school diploma or equivalent (43%), or hire those with less than a high school diploma or equivalent (57%).

Training: A few (8%) firms accept one year training as a substitute for work experience. Some (21%) require 1-2 years vocational training including 12 months on-the-job training or two years in a company sponsored apprenticeship.

Education / Training Providers: No local education or training programs for this occupation.

Experience: Many (57%) firms require 1-2 years work experience as a Brick Mason. A few (18%) accept 6-12 months experience as Laborers.

Skills rated "very important":

Ability to stand, kneel, and bend for long periods
 Ability to follow safety procedures
 Be in good physical condition
 Ability to apply grouting
 Ability to mix mortar, grout, etc.
 Ability to read and follow instructions
 Ability to lay, align, and join brick/block
 Ability to use hand and power tools
 Ability to work independently
 Ability to lift 75 pounds
 Ability to do basic arithmetic and use fractions
 Ability to read blueprints and technical drawings
 Willingness to work with close supervision

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Brick Masons**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Trade Journals

Others Include: Networking, High Schools

Turnover: Moderate, 14.3% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Building Construction

Concrete Work

Masonry, Stonework, and Plastering

Special Masonry Trade Contractors

Employers' Employment Outlook: 14 employers responded, providing data representing 158 employees for this occupation.

7 employers project employment to remain stable, 6 expect it to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 80
Separations to 2006: 50
*Total Openings: 130

New Job Growth Rate: 25.8%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Job Foreman

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Stone Masons, Block and Brick Masons, Hod Carriers

Related Codes: DOT - 861.381-014, 861.381-026

O*NET - 47-2021, 47-2022

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BROADCAST TECHNICIANS

OES 340280

Broadcast Technicians set up, operate, and maintain the electronic equipment used to transmit radio and television programs. They control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. They operate radio transmitters to broadcast radio and television programs. In most cases, an FCC first class operator's license is required for this occupation. Audio, Video, Transmitter and Telecine Operators, Control Room Technicians, and Master-Control Engineers are a few typical Broadcast Technicians occupations.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | \$7.00 - 13.01 | \$9.50 |
| Union: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$9.00 - 21.58 | \$13.50 |
| Union: | \$11.51 - 22.90 | \$13.50 |
| After Three Years With the Firm: | \$10.00 - 22.16 | \$16.58 |
| Union: | \$14.38 - 30.00 | \$25.28 |

Average Weekly Hours: Almost all (86%) Broadcast Technicians work full-time, 41 hours per week. A few (13%) work part-time, 16 hours per week.

Shifts: All (100%) employers report day shifts. Many (47%) have swing shifts, including 7/24, on-call, and week-ends. A few (13%) have graveyard shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | | |
|--|----------------------|--------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
| Medical Insurance: | 67% | 13% | 20% |
| Dental Insurance: | 53% | 20% | 27% |
| Vision Insurance: | 33% | 13% | 47% |
| Life Insurance: | 60% | 0% | 33% |
| Paid Sick Leave: | 80% | 0% | 20% |
| Paid Vacation: | 87% | 0% | 13% |
| Retirement Plan: | 47% | 7% | 47% |
| Child Care: | 7% | 0% | 80% |
| Other Employers Specified: 401-K Plan, Stock Purchase Plan | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms require either an associate degree (53%) or a high school diploma or equivalent (40%).

Training: Some (38%) firms accept 1-2 years training as a substitute for work experience. Many (47%) require 1-2 years technical or vocational training in Telecommunications, Television, Video Production, Radio Production, or Computer Graphics. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 199

Experience: Most (60%) firms require 2-4 years work experience as a Broadcast Technician. Some (25%) accept 1-2 years experience in electronics or graphic design.

Skills rated "very important":

Ability to work effectively as part of a team
 Ability to read and follow instructions
 Ability to follow safe working procedures
 Ability to operate film or sound editing equipment
 Ability to work independently
 Ability to operate recording or broadcast studio controls
 Ability to apply audio recording techniques
 Ability to operate video recorders/cameras and electronic scopes
 Knowledge of digital audio workstations
 Ability to operate sound-reproducing equipment
 Ability to repair and maintain studio transmitter equipment
 Knowledge of radio/TV station automation
 Knowledge of telephone communication systems
 Ability to maintain photographic equipment
 Ability to lay cable
 Knowledge of video editing, digital imaging, and graphics software
 Possession of organizational and planning skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Broadcast Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Internet, Newspaper Advertisements, Employee Referrals

Others Include: Phone Job Line, Job Postings, Word of Mouth

Turnover: Moderately low, 7.4% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 84% male, 16% female

Where The Jobs Are:

Cable and Other Pay Television Services
Communication Services
Motion Picture Production and Services
Radio and Television Broadcasting

Employers' Employment Outlook: 15 employers responded, providing data representing 98 employees for this occupation.

12 employers project employment to remain stable and 3 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 40
Separations to 2006: 50
*Total Openings: 90

New Job Growth Rate: 15.4%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Assistant Chief Engineer, Chief Engineer, Video Production Coordinator, Technical Director, Operations Director, Lead Technician, Sales Representative

Unionization/Collective Bargaining: Yes, 20% of employers and 23% of employees were unionized.

Alternate Job Titles: Broadcast Engineers, Operations Specialists, Managing Audio Operators, TV Technicians, Video Technicians, Video Producers, Multimedia Specialists, Web Masters, Computer Graphics Animators

Emerging Occupations: Audio Video Technicians, Multimedia Specialists, Web Masters, Computer Graphics Animators

Related Codes: DOT - 003.167-030 , 003.167-034, 159.117-010, 194.062-010, 194.262-010, 194.262-022, 194.282-010, 194.362-010, 194.382-018

O*NET - 27-4012.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CALL CENTER WORKERS

531230999

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing, or credit. They use computers or process orders for products and services. Does not include employees who work primarily as Switchboard Operators or Dispatchers.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$7.00 - 11.61 | \$8.25 |
| New Hires, With Experience: | \$7.00 - 12.11 | \$9.25 |
| After Three Years With the Firm: | \$8.00 - 15.76 | \$11.00 |

*Combined union and non-union wages

Average Weekly Hours: Most (70%) Call Center Workers work full-time, 40 hours per week. Some (25%) work part-time, 28 hours per week.

Shifts: All (100%) employers report day shifts. A few have evening (12%) or swing shifts (6%).

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|--------------------------|--------------------|---------------------|
| Medical Insurance: | 25% | 63% | 0% |
| Dental Insurance: | 25% | 63% | 0% |
| Vision Insurance: | 31% | 44% | 6% |
| Life Insurance: | 44% | 19% | 19% |
| Paid Sick Leave: | 75% | 0% | 13% |
| Paid Vacation: | 88% | 0% | 0% |
| Retirement Plan: | 63% | 13% | 13% |
| Child Care: | 19% | 0% | 69% |

Other Employers Specified: 401-K Plan, Stock Options, Profit Sharing, Educational Assistance, Holiday Pay, Overtime Pay

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (76%) firms require a high school diploma or equivalent. A few (18%) hire those with less than a high school education.

Training: Most (70%) firms accept six months of training as a substitute for work experience. Many (47%) require 3-6 months vocational training and on-the-job training is sometimes provided. Applicants with database, word processing, and spreadsheet software skills are preferred.

Education / Training Providers: No local education or training programs for this occupation.

Experience: Some (24%) firms require nine months to two years work experience as a Call Center Worker. All (100%) accept 6-12 months experience as a Phone Solicitor, Customer Service Representative, Hotel Front Desk Clerk, Reservationist, or In-House Sales Representative.

Skills rated "very important":

Possession of oral communication skills
 Possession of customer service skills
 Possession of interpersonal skills
 Possession of telephone answering skills
 Ability to work independently
 Ability to read and follow instructions
 Ability to interview others for information
 Ability to use a computer
 Possession of typing skills
 Possession of spelling skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Call Center Workers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Others Include: Career Centers, CAL Jobs, Job Hotline

Turnover: Moderate, 11% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 64% female, 36% male

Where The Jobs Are:

Catalog and Mail Order Firms

Hospitals

Insurance Companies

Local and Federal Governments

Local Cable Operators

Local Transportation (Bus and Trolley Operators)

Local Utility Companies

Newspaper and Book Publishers

Software Companies

Telemarketing and Research Companies

Temporary Agencies

Employers' Employment Outlook: 17 employers responded, providing data representing 2,952 employees for this occupation.

13 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Sales Representative, Human Resource Assistant, Call Center Supervisor, Buyer, Team Leader, Team Trainer, Team Captain, Project Supervisor

Unionization/Collective Bargaining: Yes. 18% of employers and 9% of employees were unionized.

Alternate Job Titles: Customer Service Clerks, Telemarketers, Employment Program Representatives

Related Codes: DOT - 299.357.014

O*NET - Not Available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------------|
| New Hires, No Experience: | \$8.00 - 10.00 | \$9.00 |
| New Hires, With Experience: | \$10.00 - 25.00 | \$17.50 |
| After Three Years With the Firm: | \$15.50 - 30.00 | \$22.75 |

Average Weekly Hours: Many (58%) Carpenters work full-time, 40 hours per week. Some (28%) work part-time, 20 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays***Full-Time Employees**

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|--|----------------------|---------------------|
| Medical Insurance: | 67% | 33% |
| Dental Insurance: | 7% | 87% |
| Vision Insurance: | 7% | 93% |
| Life Insurance: | 7% | 93% |
| Paid Sick Leave: | 13% | 87% |
| Paid Vacation: | 27% | 73% |
| Retirement Plan: | 27% | 73% |
| Child Care: | 7% | 93% |
| Other Employer Specified: Pension Plan, Profit Sharing | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (67%) firms hire those with less than a high school diploma or equivalent. Some (33%) require a high school diploma or equivalent.

Training: Most (62%) firms accept one year training as a substitute for work experience. A few (7%) require vocational training such as an apprenticeship. Applicants with word processing skills are preferred

Education / Training Providers: See Appendix A, page 199

Experience: Many (40%) firms require 1-5 years work experience as a Carpenter. Almost all (91%) do not accept other occupational experience.

Skills rated "very important":

Ability to follow safe working practices
 Ability to read a tape measure
 Ability to use power tools
 Ability to work on a team
 Ability to use hand tools
 Knowledge of various construction materials
 Ability to stand, climb, bend, and knell for extended periods of time
 Knowledge of emergency first aid
 Ability to layout carpentry projects
 Possession of problem solving skills
 Knowledge of basic shop math
 Ability to read blueprints and technical drawings
 Knowledge of building codes
 Ability to lift 60 pounds
 Possession of leadership skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Carpenters**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Others Include: Word of Mouth

Turnover: Moderate, 12% in the past 12 months.

Size of 2002 Employment: Very large - more than 7,199

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Carpentry, Cabinets, and Floor Work

Residential and other Building Construction

Employers' Employment Outlook: 15 employers responded, providing data representing 917 employees for this occupation.

7 employers project employment to remain stable, 5 expect it to grow and, 3 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 2,150
Separations to 2006: 2,430
*Total Openings: 4,580

New Job Growth Rate: 18.1%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Assistant Superintendent, Superintendent, Field Supervisor, Project Manager

Unionization/Collective Bargaining: Yes, 13% of employers and 35% of employees were unionized.

Alternate Job Titles: Apprentice Carpenters, Finished Carpenters

Related Codes: DOT - 860-281.10, 860-381.22, 869-664.18

O*NET - 47-2031.00, 47-2031.01, 51-7011.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CHILD CARE WORKERS**OES 680380**

Child Care Workers attend to children at schools, businesses, and institutions performing a variety of tasks such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------------|
| New Hires, No Experience: | \$6.50 - 8.00 | \$7.75 |
| New Hires, With Experience: | \$7.50 - 10.00 | \$9.00 |
| After Three Years With the Firm: | \$8.80 - 14.38 | \$11.00 |

Average Weekly Hours: Almost all (83%) Child Care Workers work full-time, 40 hours per week. A few (16%) work part-time, 21 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays***Full-Time Employees**

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---------------------------------------|----------------------|--------------------|---------------------|
| Medical Insurance: | 92% | 0% | 8% |
| Dental Insurance: | 85% | 0% | 15% |
| Vision Insurance: | 62% | 0% | 38% |
| Life Insurance: | 62% | 0% | 38% |
| Paid Sick Leave: | 92% | 0% | 8% |
| Paid Vacation: | 85% | 0% | 15% |
| Retirement Plan: | 54% | 15% | 31% |
| Child Care: | 69% | 8% | 23% |
| Other Employers Specified: 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (77%) firms require a high school diploma or equivalent. Some (23%) require an associate degree.

Training: Almost all (89%) firms accept 1-2 years training as a substitute for work experience. Most (69%) require 1-2 years vocational training, including 6-12 college units of Child Care Development classes.

Education / Training Providers: See Appendix A, page 199

Experience: Many (54%) firms do not require, but prefer 6-12 months work experience as a Child Care Worker. Some (25%) accept 6-12 months experience in any child related supervision work.

Skills rated "very important":

Ability to be patient with children
 Ability to communicate with children and adults
 Ability to follow safe working procedures
 Ability to work effectively as part of a team
 Possession of a positive attitude
 Ability to deal effectively with disruptive children
 Ability to provide fair, but firm discipline
 Ability to apply teaching techniques
 Ability to handle crisis situations
 Ability to direct instructional activities for children
 Ability to read and follow written instructions
 Ability to work under stress
 Ability to apply emergency first aid and CPR techniques
 Ability to work independently
 Training in early childhood development
 Possession of supervision skills
 Possession of oral reading skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Child Care Workers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Colleges and Universities, Employee Referrals

Others Include: Internet, Word of Mouth, Career Fairs, Church Employment Office, Substitute Teacher List

Turnover: Moderate, 10.4% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 93% female, 7% male

Where The Jobs Are:

Child Day Care Services
Civic and Social Associations
Individual and Family Services
Religious Organizations
Residential Care

Employers' Employment Outlook: 13 employers responded, providing data representing 261 employees for this occupation.

8 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,030
Separations to 2006: 310
*Total Openings: 1,340

New Job Growth Rate: 25.8%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead Teacher, Head Teacher, Preschool or K-6 Teacher, Administrator, Assistant Director, Family Support Advisor

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Day Care Teachers, Instructional Assistants

Related Codes: DOT - 355.674-010, 359.677-010, 359.677-018
O*NET - 39-9011.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CIVIL ENGINEERING TECHNICIANS AND TECHNOLOGISTS

OES 225020

Civil Engineering Technicians and Technologists apply the theory and principles of civil engineering in planning, designing, and overseeing the construction and maintenance of structures and facilities, under the direction of engineering staff and physical scientists.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$14.00 - 16.00 | \$15.00 |
| New Hires, With Experience: | \$11.99 - 23.01 | \$17.50 |
| After Three Years With the Firm: | \$14.38 - 33.50 | \$25.89 |

*Combined union and non-union wages

Average Weekly Hours: All (98%) Civil Engineering Technicians and Technologists work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | Employer Pays All | Shared Cost | Not Provided |
|--|-------------------|-------------|--------------|
| Medical Insurance: | 40% | 27% | 20% |
| Dental Insurance: | 33% | 27% | 27% |
| Vision Insurance: | 27% | 20% | 47% |
| Life Insurance: | 20% | 20% | 53% |
| Paid Sick Leave: | 87% | 0% | 7% |
| Paid Vacation: | 93% | 0% | 0% |
| Retirement Plan: | 20% | 47% | 27% |
| Child Care: | 0% | 0% | 93% |
| Other Employers Specified: 401-K Plan, Yearly Bonus, Stock Options | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require an associate degree. Some (33%) require a bachelor degree in Civil Engineering.

Training: Many (40%) firms require 6-12 months technical or vocational training in CAD drafting, GPS/GIS Systems, or Architecture. Applicants with word processing and spreadsheet software skills are preferred. Employers reported using the following software applications: Microsoft Office (Word and Excel), AutoCAD, Micro-Station, Dig-Alert, Eagle Point, Soft Disk, GPS/GIS, and other mapping software applications.

Education / Training Providers: See Appendix A, page 201

Experience: Almost all (80%) firms require 2-5 years work experience as a Civil Engineering Technician. Almost all (91%) do not accept other occupational experience.

Skills rated "very important":

- Ability to use Computer Aided Drafting software
- Ability to meet deadlines and work under pressure
- Ability to do detailed and precision work
- Possession of problem solving skills
- Ability to work on a team
- Knowledge of civil engineering principles
- Ability to draft working drawings and interpret maps
- Ability to apply structural principles to construction
- Knowledge of construction and survey methods
- Knowledge of advanced mathematics
- Knowledge of Geographic Information Systems (GIS)
- Possession of communications skills
- Possession of organizational and project management skills
- Knowledge of hazardous materials
- Knowledge of environmental engineering

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Civil Engineering Technicians and Technologists**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Colleges and Universities

Others Include: Word of Mouth, Trade Journals, Other Companies

Turnover: Very low, 1.8% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates
86% male, 14% female

Where The Jobs Are:

Engineering and Architectural Services
Local and State Governments

Employers' Employment Outlook: 15 employers responded, providing data representing 132 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 10
Separations to 2006: 30
*Total Openings: 40

New Job Growth Rate: 4.8%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead Designer, Lead Technician, Junior Engineer, Licensed Engineer, Senior Technical Designer, Technician II - VIII, Senior Technician, Civil Engineer, Project Manager, Department Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Assistant Civil Engineers, Technical Designers, Project Designers, Designers

Related Codes: DOT - 005.261-014

O*NET - 17-3022.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER AIDED DESIGN (CAD) TECHNICIANS

003362999

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$7.19 - 14.00 | \$10.33 |
| New Hires, With Experience: | \$7.19 - 21.58 | \$14.71 |
| After Three Years With the Firm: | \$10.55 - 28.50 | \$19.18 |

Average Weekly Hours: Almost all (98%) Computer Aided Design Technicians work full-time, 42 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|--------------------------|--------------------|---------------------|
| Medical Insurance: | 88% | 13% | 0% |
| Dental Insurance: | 63% | 13% | 25% |
| Vision Insurance: | 38% | 6% | 56% |
| Life Insurance: | 50% | 6% | 44% |
| Paid Sick Leave: | 100% | 0% | 0% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 81% | 13% | 6% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan, Yearly Bonus, Employee Stock Ownership Plan (ESOP) | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (50%) firms require a high school diploma or equivalent. Some (31%) require a bachelor degree and few (19%) require an associate degree.

Training: Almost all (93%) firms do not accept training as a substitute for work experience. Many (44%) firms require 6-12 months technical or vocational training in AutoCAD or drafting courses. Applicants with word processing, and spreadsheet software skills are preferred. Employers reported using the following software applications: Microsoft Office (Word, Excel, and Access) AutoCad, Micro-Station, Adobe Photo Shop, AirView, 3-D Studio, and Land Development Desktop software applications.

Education / Training Providers: See Appendix A, page 202

Experience: Most (63%) firms require 2-5 years work experience as Computer Aided Design Technician. Almost all (92%) firms do not accept other occupational experience.

Skills rated "very important":

Ability to do precision work
 Ability to meet deadlines
 Ability to follow verbal and written instructions
 Ability to read and interpret blueprints
 Ability to prepare technical drawings
 Ability to work on a team
 Ability to use CAD/Graphics software
 Ability to work independently
 Ability to work across teams
 Possession of problem solving skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Computer Aided Design Technicians**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Trade Journals

Turnover: Very low, 3.7% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 72% male, 28% female

Where The Jobs Are:

Aircraft and Parts Manufacturing
Construction and Landscaping Services
Electronic and Telecommunications Design
Engineering and Architectural Design
Local Governments
Temporary Supply Agencies
Utility Services

Employers' Employment Outlook: 16 employers responded, providing data representing 125 employees for this occupation.

10 employers project employment to grow, 5 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Drafter II, III, Technicians II, III, IV, Architect, Licensed Architect, Designer, Senior Engineer, AutoCad Manager, Job Captain, Project Manager, Associate, CAD Designer, AutoCAD Coordinator, Senior Designer, Design Manager, CAD Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Draftsman, CAD Technicians, Architects Interns, AutoCad Mappers, AutoCad/GIS Coordinators, Designers

Related Codes: DOT 001.261-010, 003.281-010, 003.281-014, 007.281-010

O*NET - 17-3011.00, 17-3011.01, 17-3012.02, 17-3013.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER ANIMATORS

030064998

Computer Animators create two and three dimensional images that show objects in motion or illustrate a process. These images convey or enhance the project's message. Images are created with modeling and animation software. They may scan, edit, add color and texture, and add motion to images with the aid of a computer.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.00 - 16.00 | \$12.71 |
| New Hires, With Experience: | \$10.50 - 18.00 | \$15.34 |
| After Three Years With the Firm: | \$16.00 - 22.50 | \$19.18 |

Average Weekly Hours: Almost all (94%) Computer Animators work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|--------------------|----------------------|---------------------|
| Medical Insurance: | 54% | 46% |
| Dental Insurance: | 46% | 54% |
| Vision Insurance: | 46% | 54% |
| Life Insurance: | 46% | 54% |
| Paid Sick Leave: | 54% | 46% |
| Paid Vacation: | 54% | 46% |
| Retirement Plan: | 54% | 46% |
| Child Care: | 23% | 77% |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (54%) firms require a high school diploma or equivalent. Some require an associate degree (23%) or a bachelor degree (23%).

Training: Some (31%) firms accept one year training as a substitute for work experience. Employers may provide a Computer Graphics Internship for one year. Employers reported using the following software applications: After Effect, Java, Cold Fusion, Dreamworks, DVD, Flash, HTML, Lightwave, Photoshop, XHTML, and Streaming Video.

Education / Training Providers: See Appendix A, page 203

Experience: Some (31%) firms require 1-2 years work experience as a Computer Animator.

Skills rated "very important":

Ability to work on a team and meet deadlines
Knowledge of layout and design
Ability to concentrate and sit for long periods of time
Possession of good color vision
Ability to create graphics on the computer
Ability to do detailed work
Knowledge of computer animation software
Ability to do precision work
Knowledge of 3-D modeling
Ability to edit computer images
Ability to produce conceptual drawings (story boards) by hand or by computer
Ability to scan images into a computer
Knowledge of basic animation mechanics
Knowledge of animation, fine arts, or film
Knowledge of screen cartooning
Possession of freehand drawing skills
Knowledge of Web Design, Flash Programming, and String Communication

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Computer Animators**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements, Internet

Others Include: Client Referrals, Word of Mouth, Service Clubs, Networking

Turnover: Moderate, 20% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 79% male, 21% female

Where The Jobs Are:

Commercial Art and Graphic Design Studios

Motion Picture Production and Services

Television Broadcasting

Vocational Art Schools

Employers' Employment Outlook: 13 employers responded, providing data representing 33 employees for this occupation.

7 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Coordinator, Production Manager, Senior Designer, Production Editor, Director

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Designer Animators, CAD Animators, Graphic Designers

Related Codes: DOT - 141.081-010

O*NET - 27-1014.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER NETWORK ADMINISTRATORS AND MANAGERS

031262999

Computer Network Administrators and Managers direct and oversee a firm's computer network and its related computing environments, including hardware, software, and all configurations. The network may be a Local Area Network (LAN) or a Wide Area Network (WAN) or both. They may make recommendations or make decisions regarding the purchase of equipment and report the fiscal impact to other company managers. They often plan and track projects, write proposals, and troubleshoot both operating system software and hardware. They often manage a team consisting of analysts and technicians, although in smaller companies they may work independently.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|------------------------------|---------|
| New Hires, No Experience: | - - -Insufficient Data - - - | |
| New Hires, With Experience: | \$11.99 - 25.57 | \$20.03 |
| After Three Years With the Firm: | \$16.78 - 33.56 | \$26.37 |

Average Weekly Hours: All (100%) Computer Network Administrators and Managers work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|----------------------|--------------------|---------------------|
| Medical Insurance: | 53% | 47% | 0% |
| Dental Insurance: | 63% | 32% | 5% |
| Vision Insurance: | 58% | 16% | 26% |
| Life Insurance: | 58% | 26% | 16% |
| Paid Sick Leave: | 95% | 0% | 5% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 58% | 26% | 5% |
| Child Care: | 11% | 0% | 84% |
| Other Employers Specified: 401-K Plan, Long-Term Disability, Stock Options, Profit Sharing | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a bachelor degree. Some either require a high school diploma or equivalent (26%) or an associate degree (21%).

Training: A few (16%) firms accept one year of training as a substitute for work experience. Some (26%) require one year of vocational training. Employers look for Certified Network Engineers (CNE) and Microsoft Certified System Engineers (MCSE). Applicants with word processing, spreadsheet, database, Internet, and e-mail software skills are preferred.

Education / Training Providers: See Appendix A, page 205

Experience: Almost all (95%) firms require 2-3 years of experience as a Network Administrator. Some (21%) accept other computer experience.

Skills rated "very important":

Possession of troubleshooting skills
Ability to analyze data and solve problems
Knowledge of personal computer operating systems
Knowledge of local area networks (LAN)
Knowledge of networking systems
Knowledge of software applications
Knowledge of e-mail systems
Ability to work independently
Ability to evaluate customer needs
Ability to read and follow instructions
Possession of oral communication skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Computer Network Administrators and Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Most Frequently Used:

Internet, Newspaper Advertisements, Private Employment Agencies, Employee Referrals

Turnover: Moderately low, 9% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 16% female, 84% male

Where The Jobs Are:

Computer Network Administrators can be found in large, medium, and small sized companies that operate either a large area network (LAN) or wide area network (WAN).

Employers' Employment Outlook: 19 employers responded, providing data representing 44 employees for this occupation.

11 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Senior System Administrator, Senior Engineer, Vice President of Engineering

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: System Administrators, Network Engineers, NT Network Administrators, Computer/Network Engineers, MIS Managers

Related Codes: Not Available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER PROGRAMMERS, INCLUDING AIDES

OES 251051

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$13.97 - 21.58 | \$16.78 |
| New Hires, With Experience: | \$13.95 - 33.56 | \$21.58 |
| After Three Years With the Firm: | \$17.43 - 38.36 | \$28.77 |

Average Weekly Hours: All (100%) Computer Programmers work full-time, 41 hours per week.

Shifts: Almost all (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|--------------------------|--------------------|---------------------|
| Medical Insurance: | 19% | 81% | 0% |
| Dental Insurance: | 44% | 44% | 6% |
| Vision Insurance: | 31% | 13% | 50% |
| Life Insurance: | 44% | 13% | 44% |
| Paid Sick Leave: | 94% | 0% | 6% |
| Paid Vacation: | 94% | 0% | 6% |
| Retirement Plan: | 25% | 31% | 31% |
| Child Care: | 6% | 0% | 88% |
| Other Employer Specified: 401-K Plan, Stock Options, Profit Sharing, Short and Long Term Disability, Travel Insurance | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (88%) firms require a bachelor degree and few (13%) require an associate degree.

Training: A few (19%) firms accept three months to two years of training as a substitute for work experience. A few (19%) accept technical or vocational training, including company internships. Employers reported using the following software applications: Microsoft Office, Oracle, Visual Basic, C++, SQL, XML, HTML, XHTML, Media Tools, Powerbuilder, and Java.

Education / Training Providers: See Appendix A, page 213

Experience: Many (44%) firms require 2-5 years experience as a Computer Programmer. A few (18%) accept 3-5 years experience as an Electronic Engineer.

Skills rated "very important":

Ability to perform detailed and accurate work
 Ability to meet deadlines and work under pressure
 Ability to work on and across teams
 Ability to work independently
 Possession of effective communication skills
 Possession of problem solving skills
 Ability to concentrate for long periods of time
 Knowledge of hardware configurations and PC Networks (Unix, NT, LAN, WAN)
 Possession of analytical skills
 Ability to write testing programs
 Knowledge of client server environments
 Ability to keep current on new programming software applications

Emerging Industry Skills:

Knowledge of Optical, Wireless, and Broadband Technology
 Ability to design effective easy to use programs
 Ability to apply web technology in Biotechnology applications

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Computer Programmers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Various Internet Job Boards

Others Include: Job Fairs, Networking and User Groups, Other Companies

Turnover: Moderately low, 9.6% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 79% male, 21% female

Where The Jobs Are:

Computer Programming and Prepackaged Software
Colleges and Universities
Data Processing Services
Engineering and Architectural Services
Local Governments
Research and Development
Temporary Supply Services

Employers' Employment Outlook: 16 employers responded, providing data representing 331 employees for this occupation.

8 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,030
Separations to 2006: 1,390
*Total Openings: 2,420

New Job Growth Rate: 17.4%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Software Developer, Project Manager, Senior Systems Programmer, Lead Software Engineer, Senior Software Engineer, Senior Software Manager, Senior Programmer, Principle Engineer, Software Development Engineer

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Software Engineers, Junior Software Developers, System Developers, Solutions Developer, Game Developers, Game Programmers, System Programmers, System Designers

Related Codes: DOT - 030.162-010

O*NET - 15-1021.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER SUPPORT SPECIALISTS

OES 251040

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. They answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------------------|---------|
| New Hires, No Experience: | - - Insufficient Data - - - | |
| New Hires, With Experience: | \$10.50 - 20.00 | \$16.04 |
| After Three Years With the Firm: | \$12.25 - 29.68 | \$19.72 |

*Combined union and non-union wages

Average Weekly Hours: Almost all (96%) Computer Support Specialists work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts. A few either have swing (11%) or graveyard shifts (6%).

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|--------------------------|--------------------|---------------------|
| Medical Insurance: | 50% | 33% | 6% |
| Dental Insurance: | 33% | 44% | 11% |
| Vision Insurance: | 33% | 22% | 33% |
| Life Insurance: | 61% | 6% | 22% |
| Paid Sick Leave: | 83% | 0% | 11% |
| Paid Vacation: | 83% | 0% | 11% |
| Retirement Plan: | 28% | 22% | 17% |
| Child Care: | 6% | 0% | 83% |
| Other Employers Specified: 401-K Plan, Stock Options, Paid Holidays, Profit Sharing | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (50%) firms require a high school diploma or equivalent. Some (33%) require a bachelor degree and a few (17%) require an associate degree.

Training: Many (44%) firms accept one year of training as a substitute for work experience. Some (33%) require 1-2 years of vocational training, such as commercially based programs leading to Microsoft or Novell Certification. Applicants with database, word processing, and spreadsheet software skills are preferred. Experience in e-mail, Internet, PowerPoint, Quark Express, and UNIX operating systems is also valuable.

Education / Training Providers: See Appendix A, page 217

Experience: All (100%) firms require 1-2 years work experience as a Computer Support Specialist. Many (44%) accept 1-2 years experience as a Technical End User, Quality Assurance Technician, Computer Programmer, or Telephone Maintenance Technician. Internships are also accepted.

Skills rated "very important":

Possession of customer service skills
 Possession of oral communication skills
 Possession of troubleshooting skills
 Ability to work independently
 Knowledge of personal computer operating systems
 Ability to work under pressure
 Knowledge of e-mail systems
 Ability to provide technical assistance to system users
 Knowledge of networking systems
 Ability to read and understand operating manuals
 Possession of good verbal articulation skills
 Ability to do accurate work

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Computer Support Specialists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Others Include: Career Centers, Career Fairs

Turnover: Moderately high, 27% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 22% female, 78% male

Where The Jobs Are:

Computer and Data Processing Services
Professional and Commercial Equipment
Research and Testing Facilities
Software Development Companies

Employers' Employment Outlook: 18 employers responded, providing data representing 118 employees for this occupation.

8 employers project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 3,330
Separations to 2006: 290
*Total Openings: 3,620

New Job Growth Rate: 63.9%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead System Specialist, System Analyst, Information Services Manager, System Administrator, LAN Administrator, IT Specialist, Manager, Network Operations Engineer, Junior Programmer

Unionization/Collective Bargaining: Yes. 6% of employers and 2% of employees were unionized.

Alternate Job Titles: Information System Specialists, Information Technology Specialists, Information Systems Coordinators, Network Technicians, Technical Support Specialists, Customer Service Developers, Computer Support Representatives, System Specialists, IT/IS Specialists, Help Desk Technicians, Help Desk Support Specialists, PC Technicians, Support Technicians, Training Support Specialists, Client Support Specialists

Related Codes: DOT - 032.262-010, 033.162-018
O*NET - 15-1041.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CONCRETE AND TERRAZZO FINISHERS

OES 873110

Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. This category includes Concrete Rubbers.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$9.00 - 10.00 | \$9.50 |
| New Hires, With Experience: | \$12.00 - 22.22 | \$16.00 |
| After Three Years With the Firm: | \$13.00 - 26.67 | \$20.00 |

*Combined union and non-union wages

Average Weekly Hours: Almost all (90%) Concrete and Terrazzo Finishers work full-time, 40 hours per week. A few (10%) work on a temporary or on-call basis, 31 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|----------------------|--------------------|---------------------|
| Medical Insurance: | 69% | 8% | 23% |
| Dental Insurance: | 23% | 8% | 69% |
| Vision Insurance: | 15% | 0% | 85% |
| Life Insurance: | 15% | 0% | 85% |
| Paid Sick Leave: | 8% | 0% | 92% |
| Paid Vacation: | 62% | 0% | 38% |
| Retirement Plan: | 31% | 8% | 54% |
| Child Care: | 0% | 0% | 100% |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (67%) firms require a high school diploma or equivalent. Some (33%) hire those with less than a high school education.

Training: Some (21%) firms accept 1-2 years training as a substitute for work experience. Some (20%) require 1-3 years vocational, apprenticeships, or on-the-job training.

Education / Training Providers: See Appendix A, page 222

Experience: Almost all (87%) firms require 1-5 years work experience as a Cement Mason or Terrazzo Finisher. A few (17%) accept one year experience in concrete work, construction, or landscaping.

Skills rated "very important":

Ability to do strenuous physical work
 Ability to work independently
 Ability to do a lot of bending and stooping
 Ability to use hand tools
 Ability to work on a team
 Ability to stand for long periods of time
 Possession of manual dexterity
 Ability to follow oral and written instructions
 Willingness to work overtime
 Ability to use power tools
 Knowledge of safe working practices
 Possession of power tools

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Concrete and Terrazzo Finishers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Turnover: Moderate, 15% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Concrete Contractors

Construction Companies

Masonry, Stonework, and Plastering Contractors

Employers' Employment Outlook: 15 employers responded, providing data representing 224 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 640
Separations to 2006: 300
*Total Openings: 940

New Job Growth Rate: 19.1%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Senior Cement Mason, Field Supervisor

Unionization/Collective Bargaining: Yes. 7% of employers and 2% of employees were unionized.

Alternate Job Titles: Concrete Laborers, Cement Masons, Form Setters, Terrazzo Finishers, Terrazzo Installers

Related Codes: DOT - 032.262-010, 033.162-018
O*NET - 47-2051.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CONSTRUCTION MANAGERS

OES 150170

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields such as carpentry or plumbing. Does not include general managers of large construction contracting firms.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$17.00 - 25.97 | \$21.21 |
| After Three Years With the Firm: | \$19.00 - 44.44 | \$29.38 |

*Combined union and non-union wages

Average Weekly Hours: All (100%) Construction Managers work full-time, 44 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | | |
|---|--------------------------|--------------------|---------------------|
| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
| Medical Insurance: | 75% | 13% | 13% |
| Dental Insurance: | 44% | 13% | 38% |
| Vision Insurance: | 13% | 13% | 75% |
| Life Insurance: | 25% | 6% | 69% |
| Paid Sick Leave: | 63% | 0% | 38% |
| Paid Vacation: | 81% | 0% | 19% |
| Retirement Plan: | 38% | 13% | 50% |
| Child Care: | 6% | 0% | 94% |
| Other Employers Specified: 401-K Plan, Company Car or Truck | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (75%) firms require a high school diploma or equivalent. A few (13%) require a bachelor degree in Civil Engineering.

Training: Many (50%) firms require 1-2 years technical or vocational training in construction management, CAD drafting, math, and building materials. Applicants with computerized estimating and CAD drafting skills are preferred.

Education / Training Providers: See Appendix A, page 222

Experience: Almost all (88%) firms require 2-5 years work experience as a Construction Manager. Many (53%) accept 4-5 years experience in carpentry, concrete, tile setters, masonry trades, or as a construction foreman.

Skills rated "very important":

Ability to read blue prints and technical drawings
 Ability to manage construction activities
 Possession of team leadership skills
 Possession of oral communications skills
 Ability to follow safe working procedures
 Ability to determine priorities for construction workers
 Ability to manage materials and equipment
 Knowledge of building codes
 Ability to work with architects and clients
 Ability to estimate time for projects
 Ability to use hand and power tools
 Ability to interview and hire workers
 Knowledge of hazardous waste handling
 Possession of negotiation skills
 Ability to apply business management concepts
 Knowledge of basic framing skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Construction Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

In-House Promotion or Transfer, Trade Journals, Employee Referrals

Others Include: Union Hall Referrals

Turnover: None, 0% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661- 3,322

Gender Representation: Local employer response indicates 99% male, 1% female

Where The Jobs Are:

Building Construction
Concrete Work
Electrical Contractors
Engineering and Architectural Services
Heavy Construction
Highway and Street Construction
Local Government
Masonry, Plumbing, and Roofing Contractors

Employers' Employment Outlook: 16 employers responded, providing data representing 83 employees for this occupation.

9 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 400
Separations to 2006: 260
 *Total Openings: 660

New Job Growth Rate: 20.7%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Project Manager, Field Superintendent

Unionization/Collective Bargaining: Yes, 13% of employers and 7% of employees were unionized.

Alternate Job Titles: Foremen, Superintendents, Project Managers

Related Codes: DOT - 182.167-010, 182.167-026

O*NET - 11-9021.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COOKS - RESTAURANT

OES 650260

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$6.75 -11.00 | \$8.00 |
| After Three Years With the Firm: | \$8.00 -15.50 | \$11.25 |

Average Weekly Hours: Most (79%) Restaurant Cooks work full-time, 41 hours per week. Some (21%) work part-time, 21 hours per week.

Shifts: Almost all (93%) employers report day shifts. Most (60%) have swing and many (47%) report evening or double shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | E'er Pays All | E'ee Pays Part | Not Provided |
|---|---------------|----------------|--------------|
| Medical Insurance: | 0% | 33% | 47% |
| Dental Insurance: | 0% | 33% | 47% |
| Vision Insurance: | 0% | 20% | 67% |
| Life Insurance: | 0% | 20% | 67% |
| Paid Sick Leave: | 33% | 0% | 60% |
| Paid Vacation: | 67% | 0% | 27% |
| Retirement Plan: | 0% | 20% | 73% |
| Child Care: | 0% | 0% | 93% |
| Other Employer Specified: 401-K Plan, Split Tips with Kitchen Staff, Commission on Restaurant Sales | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (80%) firms hired those with less than a high school diploma or equivalent. Some (20%) require a high school diploma or equivalent.

Training: Some (20%) firms require one year technical or vocational training at a culinary art school or an apprenticeship. Almost all (93%) do not accept training as a substitute for experience

Education / Training Providers: See Appendix A, page 223

Experience: Almost all (87%) firms require 2-5 years work experience as a Restaurant Cook. All (100%) do not accept other occupational experience.

Skills rated "very important":

Possess a clean appearance and personal hygiene
 Knowledge of cooking measures and weights
 Ability to stand for long periods of time
 Knowledge of meat carving skills
 Willingness to work nights, weekends, and holidays
 Knowledge of safe working practices
 Knowledge of health and sanitation standards
 Ability to work on a team
 Ability to work in a fast paced environment
 Knowledge of cooking and baking procedures
 Ability to cook in quantity
 Possession of interpersonal skills
 Ability to inventory food and supplies
 Possession of communication skills
 Possession of multi-tasking skills
 Ability to memorize menus and lists
 Ability to speak and understand Spanish

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Cooks - Restaurant**

Experienced Applicants: **Little competition job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Walk-In Applicants, Employee Referrals

Turnover: Moderately high, 28.3% in the past 12 months.

Size of 2002 Employment: Large- Between 3,323 - 7,198

Gender Representation: Local employer response indicates 90% male, 10% female

Where The Jobs Are:

Hotels and Resorts
Restaurants

Employers' Employment Outlook: 15 employers responded, providing data representing 104 employees for this occupation.

9 employers project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,240
Separations to 2006: 1,460
*Total Openings: 2,700

New Job Growth Rate: 17.5%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Supervisor, Host/Hostess, Chef, Head Chef, Restaurant Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Preparation and Line Cooks

Related Codes: DOT - 313.361-014

O*NET - 35-2014.00, 35-2012.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CUSTOMER SERVICE REPRESENTATIVES - UTILITIES

OES 553350

Customer Service Representatives-Utilities interview applicants for water, gas, electric, or telephone service. They talk with customer by phone or in person and receive orders for installation, turn-on, discontinuance, or change in services.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$7.00 - 11.00 | \$9.00 |
| New Hires, With Experience: | \$8.00 - 15.45 | \$11.00 |
| After Three Years With the Firm: | \$10.00 - 20.00 | \$15.00 |

Average Weekly Hours: Most (63%) Customer Service Representatives - Utilities work full-time, 40 hours per week. Some (37%) work part-time, 23 hours per week.

Shifts: Almost all (93%) employers report day shifts and a few (7%) have swing shifts.

Fringe Benefits, Who Pays*

| | Full-Time E'er Pays All | Part-Time E'er Pays All |
|--|----------------------------|----------------------------|
| Medical Insurance: | 80% | 13% |
| Dental Insurance: | 73% | 7% |
| Vision Insurance: | 67% | 7% |
| Life Insurance: | 67% | 7% |
| Paid Sick Leave: | 73% | 7% |
| Paid Vacation: | 80% | 13% |
| Retirement Plan: | 73% | 7% |
| Child Care: | 0% | 0% |
| Other Employers Specified: Employee Discount | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (93%) firms require a high school diploma or equivalent. A few (7%) require an associate degree.

Training: Some (38%) firms accept six months of training as a substitute for work experience. Almost all (93%) do not require technical or vocational training, however a few (7%) provide in-house training. Applicants with word processing and database software skills are preferred.

Education / Training Providers: No local education or training programs for this occupation.

Experience: Some (33%) firms require 1-2 years experience as a Customer Service Representative - Utilities. Most (60%) accept one year experience in retail or customer service occupations.

Skills rated "very important":

Possession of oral communication skills
 Possession of customer service skills
 Ability to resolve customer complaints
 Possession of telephone answering skills
 Ability to speak clearly
 Ability to work on a team
 Ability to work under pressure
 Ability to explain company rules and policies
 Possession of public contact skills
 Ability to interview customers for information
 Ability to do routine repetitive work
 Ability to sit for long periods of time
 Ability to work independently
 Possession of data entry skills (input and retrieve data)
 Possession of interpersonal skills
 Ability to process orders for products or services

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Customer Service Representatives - Utilities**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Turnover: Moderately low, 6.7% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661- 3,322

Gender Representation: Local employer response indicates 81% female, 19% male

Where The Jobs Are:

Cable Television Services
Gas and Electric Providers
Independent Energy Providers
Local Water Districts
Sanitary Service Providers
Telephone Communications

Employers' Employment Outlook: 15 employers responded, providing data representing 350 employees for this occupation.

9 employers project employment to remain stable, 5 expect to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 420
Separations to 2006: 450
*Total Openings: 870

New Job Growth Rate: 16.9%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Team Leader, Supervisor, Manager, District Manager

Unionization/Collective Bargaining: None Reported.

Alternate Job Titles: Service Representatives

Related Codes: DOT - 239.362-014, 241.267-034, 959.361-010, 239.367-034
O*NET - 43-4051.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DENTAL ASSISTANTS

OES 660020

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$6.50 - 12.00 | \$11.00 |
| New Hires, With Experience: | \$10.00 - 15.00 | \$12.00 |
| After Three Years With the Firm: | \$14.00 - 19.00 | \$15.00 |

*Combined union and non-union wages

Average Weekly Hours: Most (67%) Dental Assistants work full-time, 37 hours per week. Some (33%) work part-time, 27 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|----------------------|--------------------|---------------------|
| Medical Insurance: | 20% | 13% | 33% |
| Dental Insurance: | 33% | 7% | 27% |
| Vision Insurance: | 7% | 0% | 60% |
| Life Insurance: | 0% | 0% | 67% |
| Paid Sick Leave: | 53% | 0% | 13% |
| Paid Vacation: | 53% | 0% | 13% |
| Retirement Plan: | 33% | 0% | 33% |
| Child Care: | 0% | 0% | 67% |

Other Employers Specified: Paid Holidays, Paid Continuing Education

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (73%) firms require a high school diploma or equivalent. Some (27%) require an associate degree.

Training: A few (9%) firms accept one year of training as a substitute for work experience. Most (67%) require one year of vocational training in an accredited Registered Dental Assistants program. Applicants must pass a written examination administered by the California Board of Dental Examiners. Certification must be renewed every two years.

Education / Training Providers: See Appendix A, page 223

Experience: Most (73%) firms require 1-2 years work experience as a Dental Assistant.

Skills rated "very important":

Possession of oral communication skills
 Possession of public contact skills
 Possession of a Radiation Safety Certificate
 Ability to read and follow instructions
 Knowledge of dental procedures
 Knowledge of dental materials
 Ability to work independently
 Ability to meet employer grooming standards
 Ability to work with close supervision
 Knowledge of coronal polishing

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Dental Assistants**

Experienced Applicants: **Little Competition in job search**

Inexperienced Applicants: **Very Competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, School and Program Referrals, Employee Referrals

Turnover: Moderate, 14% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 96% female, 4% male

Where The Jobs Are:

Dental Offices and Clinics

Employers' Employment Outlook: 15 employers responded, providing data representing 69 employees for this occupation.

All 15 employers project employment to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 600
Separations to 2006: 320
*Total Openings: 920

New Job Growth Rate: 21.7%* Projected growth is faster than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Clinical Supervisor, Office Manager

Unionization/Collective Bargaining: Yes. 7% of employers and 12% of employees were unionized.

Alternate Job Titles: None Reported

Related Codes: DOT - 079.361-018
O*NET - 31-9091.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DESKTOP PUBLISHING – GRAPHIC DESIGNERS

979382999

Desktop Publishing – Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$8.00 - 14.50 | \$11.48 |
| After Three Years With the Firm: | \$10.00 - 20.00 | \$15.00 |

Average Weekly Hours: Almost all (98%) Desktop Publishing-Graphic Designers work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|--------------------------|--------------------|---------------------|
| Medical Insurance: | 36% | 50% | 14% |
| Dental Insurance: | 0% | 29% | 71% |
| Vision Insurance: | 7% | 36% | 57% |
| Life Insurance: | 21% | 14% | 57% |
| Paid Sick Leave: | 86% | 0% | 14% |
| Paid Vacation: | 93% | 0% | 7% |
| Retirement Plan: | 14% | 29% | 57% |
| Child Care: | 0% | 7% | 93% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (71%) firms require a high school diploma or equivalent. Some (29%) require an associate degree.

Training: Most (79%) firms require 6-12 months technical or vocational training. Applicants with graphic design/layout and publishing software skills are preferred. Employers reported using the following software applications: Adobe Illustrator, Coral Draw, PageMaker, Photoshop, and Quark Express.

Education / Training Providers: See Appendix A, page 224

Experience: Almost all (86%) firms require 1-3 years work experience as a Desktop Publisher. Many (50%) accept 6- 12 months experience in magazine, newspaper publishing, printing, or pre-press operations.

Skills rated "very important":

Ability to do detailed work
 Ability to work under pressure and meet deadlines
 Ability to read and follow instructions
 Ability to do precision work
 Knowledge of desktop publishing software
 Knowledge of page layout and design
 Knowledge of web design, digital printing, and photo negative stripping
 Ability to reproduce graphic images on the computer
 Ability to edit computer images
 Ability to concentrate for long periods of time
 Ability to work on a team
 Ability to scan images into a computer
 Possession of good color vision
 Ability to sit for long periods of time
 Possession of customer service skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Desktop Publishing – Graphic Designers**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Walk-In Applicants, Employee Referrals

Others Include: Word of Mouth

Turnover: Moderately low, 8.6% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates
53% male, 47% female

Where The Jobs Are:

Newspapers, Publishing, and Printing
Commercial Art and Graphic Design Studios
Commercial Printing
Temporary Placement Services
Typesetting Services

Employers' Employment Outlook: 14 employers responded, providing data representing 40 employees for this occupation.

9 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Graphics Supervisor, Senior Art Designer, Senior Production Artist, Senior Computer Artist

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Page Designers, Typesetters, Computer Artists, Production Artists, Electronic Pre-Press Operators, Digital Publishers, Internet Publishers, Web Designers

Related Codes: DOT - 141.061-018, 979.382-026

O*NET - 43-9031.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DRAFTERS

OES 225140

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$10.00 - 10.50 | \$10.25 |
| New Hires, With Experience: | \$10.00 - 19.18 | \$12.95 |
| After Three Years With the Firm: | \$12.95 - 28.77 | \$18.00 |

Average Weekly Hours: Almost all (98%) Drafters work full-time, 41 hours per week. A few (2%) work part-time, 23 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|--------------------------|--------------------|---------------------|
| Medical Insurance: | 67% | 33% | 0% |
| Dental Insurance: | 53% | 27% | 20% |
| Vision Insurance: | 47% | 27% | 27% |
| Life Insurance: | 53% | 27% | 20% |
| Paid Sick Leave: | 93% | 0% | 7% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 87% | 0% | 13% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan, Paid Continuing Education | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms either require a high school diploma or equivalent (53%) or an associate degree (40%).

Training: Some (31%) firms accept 1-2 years training as a substitute for work experience. Most (60%) require 1-2 years vocational training in construction, engineering studies, or CAD drafting software. Employers reported using the following software applications: ArchCad, ArchInfo, AutoCad, Mac, AutoCad, Hydrotec, Micro Station, Power PLB, RC Ideas, and Unigraphics. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 226

Experience: Almost all (73%) firms require 2-5 years work experience as a Drafter. Some (33%) accept one year of experience as a Machine Shop Worker, Technical Designer, or Construction Laborer.

Skills rated "very important":

Possession of Computer Assisted Design (CAD) skills
Ability to prepare technical drawings
Ability to read blueprints
Ability to read and follow instructions
Ability to work independently
Ability to do precision work
Knowledge of geometry
Possession of oral communication skills
Ability to sit for long periods of time

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Drafters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Turnover: Moderately low, 8% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 24% female, 76% male

Where The Jobs Are:

Aircraft, Ship Building, and Repair
Architectural Firms
Construction Services Firms
Engineering Firms
Landscaping Firms
Local and State Governments
Public Utilities
Temporary Employment Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 177 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 340
Separations to 2006: 480
*Total Openings: 820

New Job Growth Rate: 12.5%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Drafter, CAD Manager, Designer, Estimator, Project Manager, Regional Manager, Information Systems Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: CAD Operators, CAD Designers, Drafting Technicians, CAD Drafters, Graphics Designers

Related Codes: DOT - 001.261-010, 003.281-010, 003.281-014, 005.281-010, 005.281-014, 007.281-010, 017.261-030

O*NET - 17-3011.02, 17-3011.00, 17-3011.01, 17-3012.02, 17-3013.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICAL AND ELECTRONIC ASSEMBLERS

OES 939050

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.75 - 10.00 | \$7.00 |
| New Hires, With Experience: | \$6.75 - 10.00 | \$8.00 |
| After Three Years With the Firm: | \$8.00 - 12.00 | \$10.00 |

Average Weekly Hours: Almost all (99%) Electrical and Electronic Assemblers work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|--------------------------|--------------------|---------------------|
| Medical Insurance: | 33% | 60% | 0% |
| Dental Insurance: | 20% | 53% | 20% |
| Vision Insurance: | 7% | 33% | 60% |
| Life Insurance: | 7% | 33% | 60% |
| Paid Sick Leave: | 93% | 0% | 7% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 0% | 67% | 7% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan, Education Reimbursement, Bonuses | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require a high school diploma or equivalent. Many (40%) hire those with less than a high school diploma or equivalent.

Training: All (100%) firms do not accept training as a substitute for work experience. Most (60%) require 3-6 months technical or vocational training including: in-house, on-the-job, or assembler qualification training.

Education / Training Providers: See Appendix A, page 226

Experience: Almost all (80%) firms do not require, but prefer six months to two years work experience as a Electrical or Electronic Assembler. All (100%) do not accept other occupational experience.

Skills rated "very important":

Ability to follow safe working practices
 Ability to use hand tools
 Possession of good hand eye coordination
 Ability to perform precision work
 Possession of manual dexterity
 Ability to maintain quality control in assembly
 Possession of good eyesight and color perception
 Ability to concentrate for long periods of time
 Ability to do repetitive work
 Ability to read blueprints and technical drawings
 Ability to work independently
 Knowledge of basic mathematics
 Possession of soldering skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Electrical and Electronic Assemblers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Private Employment Agencies, Employee Referrals, Walk-In Applicants

Turnover: Moderate, 12.5% in the past 12 months.

Size of 2002 Employment: Very Large - More than 7,199

Gender Representation: Local employer response indicates 55% female, 45% male

Where The Jobs Are:

Computers
Electronic Components
Electrical Equipment and Supplies
Engine and Turbine Equipment
Telecommunications Equipment
Temporary Supply Services

Employers' Employment Outlook: 15 employers responded, providing data representing 454 employees for this occupation.

8 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 900
Separations to 2006: 600
*Total Openings: 1,500

New Job Growth Rate: 20.4%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lab Technician, Senior Lab Technician

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Technicians, Prototype Assemblers, Quality Assurance Assemblers, Testers

Related Codes: DOT- 721.684-022
O*NET - 51-2022.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS OES 225050

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data | - - - |
| New Hires, With Experience: | \$9.00 - 19.18 | \$14.00 |
| After Three Years With the Firm: | \$14.50 - 23.97 | \$20.00 |

Average Weekly Hours: Almost all (98%) Electrical and Electronic Engineering Technicians and Technologists work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 33% | 60% | 7% |
| Dental Insurance: | 33% | 60% | 7% |
| Vision Insurance: | 20% | 40% | 40% |
| Life Insurance: | 20% | 20% | 60% |
| Paid Sick Leave: | 93% | 0% | 7% |
| Paid Vacation: | 93% | 0% | 7% |
| Retirement Plan: | 7% | 67% | 27% |
| Child Care: | 0% | 0% | 93% |
| Other Employer Specified: 401-K Plan, Profit Sharing, Bonuses, Long and Short Term Disability | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (80%) firms require an associate degree. Some (20%) require a high school diploma or equivalent.

Training: Many (47%) firms accept 6-9 months training as a substitute for work experience. Some (33%) require six months to two years technical or vocational training resulting in an Electronics Certificate. Applicants familiar with personal computers, basic programming, and Printed Circuit Board design are preferred.

Education / Training Providers: See Appendix A, page 227

Experience: Almost all (87%) firms require 1-3 years work experience as an Electrical and Electronic Engineering Technician or Technologists. Most (77%) do not accept other occupational experience.

Skills rated "very important":

Ability to apply electrical and electronic principles
 Ability to meet deadlines and work under pressure
 Ability to operate precision test equipment
 Ability to inspect electronic components
 Ability to work as a team member
 Ability to read, evaluate, and analyze technical drawings and schematics
 Possession of good hand eye coordination
 Possession of effective communication skills
 Knowledge of soldering skills
 Ability to calibrate electronic instruments
 Ability to perform advanced mathematics
 Knowledge of telecommunications equipment
 Ability to install, repair, and test electronic equipment
 Knowledge of production assembly and embedded processors
 Knowledge of microchip programming and assembly language

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | Insufficient |
| Not Difficult | X | Data |
| Few Employers Hire | | |

Job Market for:

Electrical and Electronic Engineering Technicians and Technologists

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Private Employment Agencies

Others Include: School and Program Referrals

Turnover: None Reported

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 87% male, 13% female

Where The Jobs Are:

Aircraft and Parts Manufacturing
Computers and Office Equipment
Engineering Services
Federal Government
Household Audio and Video Equipment
Research and Testing Services
Telecommunications Equipment
Temporary Supply Services

Employers' Employment Outlook: 15 employers responded, providing data representing 98 employees for this occupation.

8 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 1,030
Separations to 2006: 1,000
*Total Openings: 2,030

New Job Growth Rate: 15.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Head Engineering Technician, Production Supervisor, Senior Supervisor, Electronic Engineer, Materials Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Technicians, Electronic Technicians, Prototype Technicians, Engineering Test Technicians

Related Codes: DOT - 003.061-014, 003.161-010
O*NET - 17-3023.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICAL AND ELECTRONIC ENGINEERS

OES 221260

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$16.78 - 20.00 | \$19.18 |
| New Hires, With Experience: | \$17.98 - 31.16 | \$23.97 |
| After Three Years With the Firm: | \$19.50 - 38.36 | \$28.77 |

Average Weekly Hours: Almost all (97%) Electrical and Electronic Engineers work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|----------------------|--------------------|---------------------|
| Medical Insurance: | 53% | 40% | 7% |
| Dental Insurance: | 40% | 20% | 40% |
| Vision Insurance: | 13% | 20% | 67% |
| Life Insurance: | 47% | 0% | 53% |
| Paid Sick Leave: | 87% | 0% | 13% |
| Paid Vacation: | 87% | 0% | 13% |
| Retirement Plan: | 13% | 67% | 20% |
| Child Care: | 0% | 0% | 100% |
| Other Employer Specified: 401-K Plan, Disability Insurance | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (87%) firms require a bachelor degree and few (7%) require an associate degree.

Training: Some (33%) firms accept 6-12 months training as a substitute for work experience. Almost all (87%) do not require technical or vocational training. Applicants with spreadsheet, word processing, and database software skills are preferred. Employers reported using the following software applications: C, C++, Delphi, HTML, AutoCAD, and MicroStation.

Education / Training Providers: See Appendix A, page 227

Experience: Many (47%) firms require 3-5 years work experience as an Electrical or Electronic Engineer. Some (38%) accept 2-3 years experience in engineering or as a Software Engineer, Software Developer, or Bio-Engineer.

Skills rated "very important":

- Ability to apply electrical and electronic principles
- Ability to resolve engineering problems
- Knowledge of electrical systems/ integration circuits design
- Ability to be a team member and work across teams
- Ability to meet deadlines and work under pressure
- Ability to read, evaluate, and analyze technical drawings and schematics
- Possession of analytical skills
- Possession of effective communication skills
- Knowledge of electrical and electronic equipment
- Knowledge of analog and digital circuitry design skills
- Ability to operate electrical test equipment
- Ability to use Computer Aided Drafting software
- Ability to estimate time and cost of projects
- Ability to read and write technical material
- Knowledge of engineering programming skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Electrical and Electronic Engineers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Colleges and Universities, Internet, Employee Referrals

Turnover: Very low, 3.9% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 94% male, 6% female

Where The Jobs Are:

Aircraft and Parts Manufacturing
Computers and Data Processing Services
Computers and Office Equipment
Engineering Services
Federal Government
Research and Testing Services
Telecommunications Equipment
Temporary Supply Services

Employers' Employment Outlook: 15 employers responded, providing data representing 90 employees for this occupation.

8 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,350
Separations to 2006: 990
*Total Openings: 2,340

New Job Growth Rate: 22.5%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Electrical Systems Engineer, Project Manager, Product Line Manager, Systems Level Engineer, Senior Engineer

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Electrical Systems Engineer, Electronic Engineers, Design Engineers, Electrical Staff Engineers, Electronics Development Engineers

Emerging Occupations:

Computer Simulation Engineers, Portable and Wireless Technicians

Related Codes: DOT - 003.061-010

O*NET - 17-2071.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICIANS

OES 872020

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. These include Protective Signal Installers and Repairers and Street Light Servicers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | \$7.00 - 9.00 | \$8.00 |
| Union: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$9.00 - 20.00 | \$14.75 |
| Union: | \$9.00 - 25.21 | \$18.25 |
| After Three Years With the Firm: | \$15.00 - 23.71 | \$17.50 |
| Union: | \$13.00 - 31.26 | \$21.90 |

Average Weekly Hours: Almost all (98%) Electricians work full-time, 40 hours per week. A few (2%) work part-time, 20 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|--------------------------|--------------------|---------------------|
| Medical Insurance: | 73% | 27% | 0% |
| Dental Insurance: | 67% | 20% | 13% |
| Vision Insurance: | 47% | 13% | 40% |
| Life Insurance: | 33% | 7% | 53% |
| Paid Sick Leave: | 40% | 0% | 60% |
| Paid Vacation: | 33% | 0% | 67% |
| Retirement Plan: | 60% | 13% | 27% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan, Tuition Reimbursement, Profit Sharing | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Most (71%) firms accept 1-3 years of training as a substitute for work experience. Most (60%) require applicants to have training or be enrolled in a five year apprenticeship program. Apprenticeships consist of 10 semesters (1,100 hours) of classroom training and 8,000 on-the-job hours. A Certificate of Completion is issued by the California Division of Apprenticeship Standards.

Education / Training Providers: See Appendix A, page 228

Experience: Almost all (87%) firms require 2-5 years experience as a Electrician or Journeyman Electrician. Many (46%) accept one year of experience in trades, such as carpentry, construction, cable installation, signal installation, or heating and air conditioning.

Skills rated "very important":

Ability to read and follow instructions
Ability to climb ladders
Ability to stand for long periods of time
Possession of mechanical aptitude
Possession of oral communication skills
Ability to work independently
Knowledge of electrical equipment installation
Ability to lift 50 pounds
Possession of shop math skills
Provide own hand tools
Ability to read blueprints
Possession of good color perception
Possession of interpersonal skills
Ability to crawl under buildings

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Electricians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Union Hall Referrals

Others Include: Former Military Personnel, Electrical Suppliers

Turnover: Moderately low, 10% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 97% male, 3% female

Where The Jobs Are:

Electrical Contractors

Local Governments

Ship Building and Repair

Employers' Employment Outlook: 15 employers responded, providing data representing 1,025 employees for this occupation.

11 employers project employment to grow, 3 expect it to remain stable, and 1 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 1,000
Separations to 2006: 870
*Total Openings: 1,870

New Job Growth Rate: 17.8%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Job Supervisor, Electrical Supervisor, Estimator, Director of Purchasing, Project Manager, General Foreman, Superintendent

Unionization/Collective Bargaining: Yes. 47% of employers and 57% of employees were unionized.

Alternate Job Titles: Utility Technicians, Maintenance Electricians, Standby Linemen

Related Codes: DOT - 824.261-010, 824.681-010, 825.381-030
O*NET - 47-2111.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

EVENTS / MEETING PLANNERS

187167999

Events and Meeting Planners coordinate activities of staff to make arrangements for group meetings and conventions and consults with representatives of organizations to plan details, such as number of persons, display space desired, and food service schedule. Direct workers in preparing banquet and convention rooms and erecting displays and exhibits.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.00 - 11.99 | \$10.46 |
| New Hires, With Experience: | \$8.75 - 15.98 | \$13.04 |
| After Three Years With the Firm: | \$10.00 - 19.02 | \$14.86 |

Average Weekly Hours: Most (70%) Event and Meeting Planners work full-time, 40 hours per week. Some (20%) work on a temporary or on-call basis, 15 hours per week and a few (8%) work on a seasonal basis, 25 hours per week.

Shifts: All (100%) employers report day shifts. A few (5%) have swing and evening shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 53% | 37% | 11% |
| Dental Insurance: | 32% | 37% | 26% |
| Vision Insurance: | 26% | 37% | 37% |
| Life Insurance: | 42% | 26% | 26% |
| Paid Sick Leave: | 79% | 0% | 21% |
| Paid Vacation: | 89% | 0% | 11% |
| Retirement Plan: | 53% | 21% | 26% |
| Child Care: | 16% | 5% | 79% |
| Other Employers Specified: Education Reimbursement, Complimentary Meals | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a high school diploma or equivalent. Some firms either require a bachelor degree (26%) or an associate degree (21%).

Training: Some (31%) firms accept one year of training as a substitute for work experience. Some (21%) require one year vocational training in catering, customer service, hotel and motel management, sales, food preparation, beverage management, or travel and tourism. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 229

Experience: Most (68%) firms require 1-3 years work experience as an Events and Meeting Planner. Many (50%) accept 1-2 years of experience in food and beverage management, advertising, sales, marketing, or travel and tourism.

Skills rated "very important":

Possession of customer service skills
 Possession of oral communication skills
 Ability to work under pressure
 Ability to be detail oriented
 Ability to read and follow instructions
 Ability to plan, organize, and coordinate group activities
 Willingness to work nights, weekends, and holidays
 Knowledge of catering and food service
 Ability to hire and assign personnel
 Ability to work independently
 Ability to apply sales techniques
 Knowledge of vendors and suppliers
 Ability to manage an activity or department
 Knowledge of cost estimating

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Events/Meeting Planners**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals

Others Include: Job Fairs

Turnover: Moderately low, 9% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 69% female, 31% male

Where The Jobs Are:

Amusement Parks
Caterers
Convention and Tourist Bureaus
Hotels and Resorts
Museums and Art Galleries
Religious and Civic Organizations
Tour Operators

Employers' Employment Outlook: 19 employers responded, providing data representing 128 employees for this occupation.

9 employers project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Events Coordinator, Planning Analyst, Events Planning Manager, Director of Convention Services, Director of Sales and Catering, Department Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Catering and Sales Managers/Coordinators, Convention Services Managers, Special Events Coordinators, Party Managers, Conference Coordinators/Managers, Director of Sales

Related Codes: DOT - 187.167-078

O*NET - 13-1121.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FIBER OPTICS TECHNICIANS

023061999

Fiber Optics Technicians are responsible for the installation of fiber optic cables, making connections and splicing of fiber cables. They may maintain fiber optic systems to the nodes which includes interconnecting and splicing at the nodes and at the head end. They may make connections to the nodes and repair the system.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| Union: | \$20.00 - 20.00 | \$20.00 |
| New Hires, With Experience: | \$10.00 - 16.00 | \$15.00 |
| Union: | \$21.46 - 25.00 | \$23.23 |
| After Three Years With the Firm: | \$12.00 - 20.00 | \$18.00 |
| Union: | \$23.59 - 30.00 | \$26.80 |

Average Weekly Hours: All (100%) Fiber Optic Technicians work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|--|----------------------|---------------------|
| Medical Insurance: | 100% | 0% |
| Dental Insurance: | 88% | 13% |
| Vision Insurance: | 63% | 38% |
| Life Insurance: | 63% | 38% |
| Paid Sick Leave: | 63% | 38% |
| Paid Vacation: | 75% | 25% |
| Retirement Plan: | 50% | 25% |
| Child Care: | 0% | 100% |
| Other Employers Specified: 401-K Plan, Bonus | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Most (75%) firms accept three months to two years training as a substitute for work experience. Most (75%) do not require technical or vocational training.

Education / Training Providers: See Appendix A, page 229

Experience: Almost all (88%) firms require three months to two years experience as a Fiber Optics Technician. Many (50%) accept 1-2 years experience as an Electrical Technician.

Skills rated "very important":

Ability to work with small hand tools
 Ability to test for broken circuits
 Ability to work on a team
 Ability to keep accurate records
 Ability to work independently
 Ability to use diagnostic equipment
 Ability to climb and work in elevated positions
 Possession of troubleshooting skills
 Ability to do precision work using microscopes
 Ability to read blueprints and circuit diagrams
 Possession of good color vision
 Possession of mechanical ability

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Fiber Optic Technicians**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, In-House Promotion or Transfer

Others Include: Employee Referrals

Turnover: Very low, 2.5% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 95% male, 5% female

Where The Jobs Are:

Cable Television Services

Colleges and Universities

Electrical Contractors

Telecommunications Equipment Contractors

Employers' Employment Outlook: 8 employers responded, providing data representing 171 employees for this occupation.

6 employers project employment to grow and 2 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Lead Technician, Foreman, Head Technician, Lead Fiber Optic Technician, Technical Superintendent

Unionization/Collective Bargaining: Yes, 25% of employers and 10% of employees were unionized.

Alternate Job Titles: Electronic Technicians, Apprentices, Installers, Maintenance Technicians, Network Services Technicians, Journeyman

Related Codes: Not Available

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FINANCIAL MANAGERS

OES 130020

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$15.14 - 31.96 | \$23.66 |
| After Three Years With the Firm: | \$19.61 - 38.36 | \$29.41 |

Average Weekly Hours: All (100%) Financial Managers work full-time, 43 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 63% | 38% | 0% |
| Dental Insurance: | 56% | 25% | 13% |
| Vision Insurance: | 50% | 25% | 25% |
| Life Insurance: | 88% | 0% | 13% |
| Paid Sick Leave: | 81% | 0% | 19% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 31% | 31% | 19% |
| Child Care: | 6% | 0% | 88% |
| Other Employers Specified: 401-K Plan, Paid Holidays, Stock Options | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (81%) firms require a bachelor degree. A few (6%) require either an associate or graduate degree.

Training: All (100%) firms do not accept training as a substitute for work experience, however, a few (13%) require 1-2 years vocational training in bookkeeping, computerized accounting, banking, underwriting, and supervisor programs. Applicants with word processing, spreadsheet, financial database, and accounting software skills are preferred.

Education / Training Providers: See Appendix A, page 230

Experience: All (100%) firms require 3-5 years experience as a Financial Manager, usually within a particular industry such as banking, government, or insurance.

Skills rated "very important":

Knowledge of accounting software applications
 Possession of oral communication skills
 Possession of report writing skills
 Ability to work independently
 Possession of accounting skills
 Possession of budget analysis skills
 Possession of verbal presentation skills
 Possession of interpersonal skills
 Possession of business math skills
 Possession of customer service skills
 Ability to plan and organize the work of others
 Ability to read and comprehend information quickly
 Knowledge of statistical analysis
 Ability to hire and assign personnel

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Financial Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, In-House Promotion or Transfer

Turnover: Moderately low, 9% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 51% male, 49% female

Where The Jobs Are:

Banks, Credit Unions, and Saving Institutions
 Business Services
 Car Dealerships
 Construction Firms
 Credit Agencies
 Financial Service and Mortgage Companies
 Local, State, and Federal Governments
 Hospitals and Medical Clinics
 Hotels and Resorts
 Insurance Companies
 Public Relations Firms

Employers' Employment Outlook: 16 employers responded, providing data representing 53 employees for this occupation.

1 employer projects employment to grow, 14 expect it to remain stable, and 1 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 950
 Separations to 2006: 720
 *Total Openings: 1,670

New Job Growth Rate: 15.5%* Projected growth is slower than the county-wide average of 18.3%*.
 *7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Manager, Director of Finance, Vice President, Director of Revenue Accounting

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Branch Managers, Business Managers, Accounting Vice Presidents, Corporate Controllers, Division Controllers, Budget Managers, General Managers, Chief Financial Officers

Related Codes: DOT - 160.167-058, 161.117-010, 186.167-070
 186.167-086, 191.117-018,
O*NET - 11-3031.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FIREFIGHTERS

OES 630080

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, state, or federal government.

WAGES AND BENEFITS

| Hourly Union Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$6.75 - 18.09 | \$13.00 |
| New Hires, With Experience: | \$10.67 - 18.27 | \$13.15 |
| After Three Years With the Firm: | \$10.50 - 25.00 | \$18.04 |

Average Weekly Hours: All (100%) Firefighters work full-time, 54 hours per week.

Shifts: Almost all (94%) firms report rotating shifts. For example, 24 hours on duty, then 24 hours off duty, this is done four times, then have four days off.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 82% | 6% |
| Dental Insurance: | 76% | 12% |
| Vision Insurance: | 71% | 24% |
| Life Insurance: | 82% | 12% |
| Paid Sick Leave: | 94% | 6% |
| Paid Vacation: | 94% | 6% |
| Retirement Plan: | 88% | 6% |
| Child Care: | 0% | 82% |
| Other Employers Specified: 401-K Plan, 457-B Plan, Uniform Allowance | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (88%) firms require a high school diploma or equivalent. A few (12%) require an associate degree.

Training: All (100%) firms accept 3-12 months training as a substitute for work experience. All (100%) require 4 - 12 months vocational training and graduation from a firefighting school or academy. All (100%) firms require an Emergency Medical Technician (EMT) Certificate.

Education / Training Providers: See Appendix A, page 234

Experience: A few (12%) firms do not require but prefer 6-9 months of experience as a firefighter.

Skills rated "very important":

Ability to work on a team
 Ability to handle crisis situations
 Ability to follow safe working practices
 Knowledge of firefighting techniques
 Possession of physical body strength, mobility, and agility
 Knowledge of how to use protective equipment
 Possession of Emergency Medical Technician (EMT) Certificate
 Possession of interpersonal skills
 Possession of effective communication skills
 Possession of a clean DMV record and a Class B driver's license
 Ability to prepare written reports on fire incidents
 Ability to clean and maintain firefighting equipment
 Possession of manual dexterity
 Knowledge of basic math

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | None | |
| Not Difficult | Reported | X |
| Few Employers Hire | | |

Job Market for: **Firefighters**

Experienced Applicants: **None Reported**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Colleges with Firefighting programs

Others Include: Postings in City Government Departments, North County Regional Firefighters Consortium, Word of Mouth

Turnover: Very low, 5.8% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 93% male, 7% female

Where The Jobs Are:

Local, State, and Federal Governments

Employers' Employment Outlook: 17 employers responded, providing data representing 1,506 employees for this occupation.

9 employers project employment to remain stable and 8 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 10
Separations to 2006: 410
*Total Openings: 420

New Job Growth Rate: 0.4%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Fire Engineer, Fire Captain, Division Chief, Engineer, Step A Firefighter

Unionization/Collective Bargaining: Yes, 100% of employers and 100% of employees were unionized.

Alternate Job Titles: Paramedics

Related Codes: DOT - 373.364-010, 452.687-014
O*NET - 33-2011.00, 33-2011.02

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FITNESS/WELLNESS COORDINATORS

077127999

Fitness/Wellness Coordinators provide health and fitness related information and programs to employees in a business setting. They may also arrange health fairs, seminars, and workshops.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$7.50 - 47.95 | \$25.00 |
| After Three Years With the Firm: | \$12.00 - 47.95 | \$30.00 |

Average Weekly Hours: Some (33%) Fitness/Wellness Coordinators either work full-time, 44 hours per week; part-time (39%) 20 hours per week; or on a temporary or on-call basis (25%) 14 hours per week.

Shifts: Almost all (91%) employers report day shifts and many (45%) have swing shifts.

Fringe Benefits, Who Pays*

| | Full-Time | | Part-Time | |
|--------------------|----------------------|---------------------|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 10% | 30% | 10% | 30% |
| Dental Insurance: | 10% | 30% | 0% | 40% |
| Vision Insurance: | 0% | 40% | 0% | 40% |
| Life Insurance: | 0% | 50% | 0% | 40% |
| Paid Sick Leave: | 0% | 40% | 10% | 30% |
| Paid Vacation: | 0% | 40% | 10% | 30% |
| Retirement Plan: | 0% | 40% | 0% | 40% |
| Child Care: | 0% | 60% | 0% | 40% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require an associate degree.

Training: Many (40%) firms accept 1-2 years training as a substitute for work experience. Many (45%) require six months to three years technical or vocational training as a Certified Fitness and Nutrition Instructor and are CPR certified. Applicants with word processing skills are preferred.

Education / Training Providers: See Appendix A, page 235

Experience: Almost all (82%) firms require 1-4 years work experience as a Fitness/Wellness Coordinator. Many (50%) accept six months to three years experience in health and fitness consulting, coaching, business, or other medical related occupations.

Skills rated "very important":

Ability to read and follow instructions
 Possession of verbal presentation skills
 Ability to motivate students
 Ability to work independently
 Ability to maintain group discipline in an educational setting
 Ability to direct instructional activities
 Possess strong writing skills
 Ability to work under pressure
 Ability to organize fitness or wellness-training programs
 Ability to prepare lesson plans/outlines
 Ability to give individual instruction
 Ability to organize health fairs, seminars, and workshops
 Knowledge of multi-cultural familiarity
 Ability to design classroom presentations

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | Insufficient |
| Not Difficult | X | Data |
| Few Employers Hire | | |

Job Market for: **Fitness/Wellness Coordinators**
Experienced Applicants: **Very competitive job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Internet, Newspaper Advertisements, In-house promotion or transfer

Others Include: Seminars and Workshops

Turnover: None Reported

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 58% female, 42% male

Where The Jobs Are:

Civic and Social Associations
Exercise Gyms and Recreational Centers
Individual and Family Social Services
Health Management and Consulting Services
Offices and Clinics of Doctors
Schools and Educational Services

Employers' Employment Outlook: 11 employers responded, providing data representing 36 employees for this occupation.

7 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Program Director, Corporate Officer

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Wellness Coordinators, Facilitators, Motivators

Related Codes: DOT- Not Available
O*NET - 25-1193.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FOOD PREPARATION WORKERS

OES 650380

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.75 - 6.75 | \$6.75 |
| New Hires, With Experience: | \$6.75 - 7.50 | \$6.88 |
| After Three Years With the Firm: | \$7.00 - 13.00 | \$10.00 |

*Employers reported also paying commissions.

Average Weekly Hours: Most (66%) Food Preparation Workers work full-time, 39 hours per week. Some (33%) work part-time, 24 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|---|----------------------|---------------------|
| Medical Insurance: | 13% | 40% |
| Dental Insurance: | 13% | 40% |
| Vision Insurance: | 0% | 60% |
| Life Insurance: | 0% | 60% |
| Paid Sick Leave: | 33% | 40% |
| Paid Vacation: | 33% | 40% |
| Retirement Plan: | 0% | 67% |
| Child Care: | 0% | 73% |
| Other Employers Specified: Bonuses and Tips | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (94%) firms hire those with less than a high school diploma equivalent.

Training: A few (17%) firms accept training as a substitute for work experience. Almost all (81%) do not require technical or vocational training, but on-the-job training is available.

Education / Training Providers: See Appendix A, page 236

Experience: Some (25%) firms require 3-12 months work experience as a Food Preparation Worker. Many (50%) do not require, but preferred previous experience. All (100%) do not accept other occupational experience.

Skills rated "very important":

Ability to follow safe working practices
Ability to follow oral instructions
Possession of a county health card
Possess a clean appearance and personal hygiene
Ability to stand for long periods of time
Ability to work in a fast paced environment
Ability to work on a team
Possession of interpersonal skills
Knowledge of health and sanitation standards
Knowledge of basic mathematics

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Food Preparation Workers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Newspaper Advertisements, Employee Referrals

Others Include: Word of Mouth, Internet, School and Program Referrals

Turnover: Moderately low, 11.5% in the past 12 months.

Size of 2002 Employment: Very Large - More than 7,199

Gender Representation: Local employer response indicates 51% female, 49% male

Where The Jobs Are:

Catering and Food Supply Services

Elementary and Secondary Schools

Hotels and Resorts

Hospitals

Restaurants

Retirement Homes

Sports Stadiums and Amusement Parks

Employers' Employment Outlook: 16 employers responded, providing data representing 80 employees for this occupation.

9 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 1,450
Separations to 2006: 5,460
*Total Openings: 6,910

New Job Growth Rate: 10.9%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Packing Worker, Catering Manager, Catering Supervisor, Assistant Manager, Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Grill Workers

Related Codes: DOT - 313.361-014, 319.677-014

O*NET - 35-2021.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FOREIGN LANGUAGE AND LITERATURE TEACHERS, POSTSECONDARY

OES 312150

Foreign Language and Literature Teachers, Postsecondary teach courses in foreign (e.g., other than English) languages and literature.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| Union: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$10.93 - 50.00 | \$17.75 |
| Union: | \$14.38 - 35.00 | \$17.98 |
| After Three Years With the Firm: | \$13.00 - 51.14 | \$21.75 |
| Union: | \$19.18 - 40.00 | \$21.58 |

Average Weekly Hours: Most (77%) Foreign Language and Literature Teachers work part-time, 17 hours per week. Some (23%) work full-time, 37 hours per week.

Shifts: All (100%) employers report day shifts and some (20%) have swing shifts.

Fringe Benefits, Who Pays*

| | Full-Time | Part-Time |
|--------------------|----------------------|----------------------|
| | <u>E'er Pays All</u> | <u>E'er Pays All</u> |
| Medical Insurance: | 53% | 40% |
| Dental Insurance: | 47% | 33% |
| Vision Insurance: | 47% | 33% |
| Life Insurance: | 47% | 33% |
| Paid Sick Leave: | 53% | 40% |
| Paid Vacation: | 40% | 33% |
| Retirement Plan: | 53% | 47% |
| Child Care: | 7% | 7% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require a graduate degree. Many (40%) require a bachelor degree.

Training: Almost all (86%) firms do not accept training as a substitute for work experience and (93%) do not require technical or vocational training. However, applicants with word processing, database, and PowerPoint software skills are preferred.

Education / Training Providers: See Appendix A, page 237

Experience: Almost all (93%) firms require 1-3 years work experience as a Foreign Language and Literature Teacher. Almost all (92%) do not accept other occupational experience.

Skills rated "very important":

Possession of classroom management skills
 Ability to evaluate student performance
 Possession of foreign language writing and grammar skills
 Ability to handle crisis situations
 Ability to work independently
 Ability to organize language-training programs
 Possession of verbal presentation skills
 Knowledge of foreign cultures
 Ability to direct instructional activities
 Ability to motivate students
 Ability to prepare lesson plans/outlines
 Possess strong writing skills
 Ability to give individual instruction
 Ability to design classroom presentations

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Foreign Language and Literature Teachers**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Colleges and Universities

Others Include: Employee Referrals

Turnover: Moderately low, 6.3% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates
67% female, 33% male

Where The Jobs Are:

Colleges and Universities
Elementary and Secondary Schools
Language Schools

Employers' Employment Outlook: 15 employers responded, providing data representing 255 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 60
Separations to 2006: 50
*Total Openings: 110

New Job Growth Rate: 26.1%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: School Administrator, School Registrar, Director of Studies, Academic Dean, Department Chair, Department Director, Faculty Coordinator

Unionization/Collective Bargaining: Yes, 20% of employers and 43% of employees were unionized.

Alternate Job Titles: Foreign Language Instructors, Language Teachers, Lecturers, Professors

Related Codes: DOT - 090.227-010
O*NET - 25-1124.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

GENERAL OFFICE CLERKS

OES 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | \$7.00 - 9.00 | \$8.00 |
| Union: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$9.00 - 12.00 | \$10.00 |
| Union: | \$7.48 - 14.00 | \$10.33 |
| After Three Years With the Firm: | \$10.00 - 17.00 | \$14.00 |
| Union: | \$10.25 - 15.00 | \$11.30 |

Average Weekly Hours: Many (57%) General Office Clerks work full-time, 41 hours per week. Many (43%) work temporary or on a on-call basis, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|----------------------|--------------------|---------------------|
| Medical Insurance: | 87% | 7% | 7% |
| Dental Insurance: | 87% | 0% | 13% |
| Vision Insurance: | 67% | 13% | 20% |
| Life Insurance: | 47% | 7% | 47% |
| Paid Sick Leave: | 80% | 0% | 20% |
| Paid Vacation: | 80% | 0% | 20% |
| Retirement Plan: | 47% | 0% | 53% |
| Child Care: | 7% | 0% | 93% |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Most (77%) firms accept six months training as a substitute for work experience. Many (40%) require six months technical training, including data entry, computer, and clerical training. Applicants with spreadsheet, word processing, and e-mail software skills are preferred. Employers reported using the following software applications: Microsoft Word, Excel, Access, PowerPoint, GroupWise, and Winfax.

Education / Training Providers: See Appendix A, page 239

Experience: Most (60%) firms do not require, but prefer 6-12 months work experience as a General Office Clerk. Most (69%) accept 6-12 months experience as a receptionist or in other clerical positions.

Skills rated "very important":

Possession of oral communication skills
 Possession of customer service skills
 Possession of interpersonal skills
 Ability to work independently
 Ability to answer telephone calls
 Possession of public contact skills
 Ability to provide administrative support
 Ability to maintain records and files
 Knowledge of correct grammar, punctuation, and spelling
 Ability to work under pressure
 Possession of data entry skills
 Ability to operate copy and other business machines
 Possession of alpha numeric filing skills
 Possession of word processing/typing skills
 Ability to do routine repetitive work
 Ability to sit for long periods of time

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **General Office Clerks**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Employee Referrals

Turnover: Moderately low, 10.0% in the past 12 months.

Size of 2002 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 78% female, 22% male

Where The Jobs Are:

Banks

Car Dealers

Civic and Social Associations

Colleges and Universities

Doctor and Dentist Offices

Local, State, and Federal Governments

Hospitals

Law Offices

Schools

Temporary Placement Services

Employers' Employment Outlook: 15 employers responded, providing data representing 82 employees for this occupation.

8 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 5,340
Separations to 2006: 6,480
*Total Openings: 11,820

New Job Growth Rate: 17.5%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Clerk, Office Manager, Office Assistant, Administrative Assistant, Underwriter, Executive Manager (supervisory position)

Unionization/Collective Bargaining: Yes, 27% of employers and 20% of employees were unionized.

Alternate Job Titles: Administrative Clerks, Clerical Assistants, Administrative Support Clerks

Related Codes: DOT - 209.562-010, 239.567-010

O*NET - 43-9061.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

GRAPHIC ART DESIGNERS

141061996

Graphic Art Designers apply extensive training in the theory and practice of graphic design to produce visually appealing material used for advertising, promotional, publishing, or communication purposes.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.00 - 10.00 | \$8.92 |
| New Hires, With Experience: | \$8.52 - 16.78 | \$12.87 |
| After Three Years With the Firm: | \$12.00 - 20.00 | \$16.78 |

Average Weekly Hours: Almost all (98%) Graphic Art Designers work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | | |
|---|--------------------------|--------------------|---------------------|
| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
| Medical Insurance: | 63% | 13% | 19% |
| Dental Insurance: | 19% | 13% | 63% |
| Vision Insurance: | 13% | 19% | 63% |
| Life Insurance: | 6% | 6% | 81% |
| Paid Sick Leave: | 94% | 0% | 0% |
| Paid Vacation: | 88% | 0% | 6% |
| Retirement Plan: | 0% | 19% | 63% |
| Child Care: | 0% | 0% | 88% |
| Other Employers Specified: Profit Sharing | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (44%) firms require a high school diploma or equivalent. Some (31%) require an associate degree or a bachelor degree (25%).

Training: Many (50%) firms accept 1-2 years training as a substitute for work experience. Almost all (88%) require 1-2 years technical training in graphic art design, digital imaging, or computer aided design. Applicants with graphic design/layout software skills are preferred. Employers reported using the following graphic art software applications: Adobe Illustrator, Coral Draw, Gerber Composer, MacroMedia, PageMaker, Paintshop, Photoshop, Quark Express, and Streamline.

Education / Training Providers: See Appendix A, page 241

Experience: Almost all (81%) firms require 1-3 years work experience as a Graphic Art Designer. Most (79%) accept 1-3 years experience in electronic or traditional artistry, web design, computer graphics design, editing, or advertising agency experience.

Skills rated "very important":

Ability to use computer design/graphics technology/software
 Ability to be multi-task orientated and meet deadlines
 Ability to read and follow instructions
 Ability to do detailed precision work
 Possession of good color vision
 Ability to apply creativity to graphics
 Knowledge of page layout and design
 Ability to use software to generate new images
 Ability to work on a team
 Knowledge of print, electronic, and film media
 Ability to concentrate for long periods of time
 Ability to locate images on the Internet
 Knowledge of multimedia and web technology

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | |
| Not Difficult | X | X |
| Few Employers Hire | | |

Job Market for: **Graphic Art Designers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Colleges and Universities

Others Include: Employee Referrals

Turnover: Moderate, 12.5% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 67% male, 33% female

Where The Jobs Are:

Advertising Agencies
Commercial Art and Graphic Design Studios
Internet Site Design Companies
Newspapers, Publishing, and Printing
Television Broadcasting
Temporary Placement Services

Employers' Employment Outlook: 16 employers responded, providing data representing 46 employees for this occupation.

11 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Art Director, Creative Director, Digital Imaging Specialist, Senior Graphic Artist

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Graphic Artists, Graphic Designers

Related Codes: DOT - 141.061-018, 141.061-022, 979.382-018
O*NET – 27-1013.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HOME HEALTH AIDES

OES 660110

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patient such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, and grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|--------|
| New Hires, No Experience: | \$7.00 - 8.00 | \$7.25 |
| New Hires, With Experience: | \$7.50 - 10.00 | \$8.25 |
| After Three Years With the Firm: | \$7.50 - 12.00 | \$9.63 |

Average Weekly Hours: Some (35%) Home Health Aides work on a temporary or on-call basis, 18 hours per week or full-time, (32%) 40 hours per week. A few (18%) work part-time, 17 hours per week.

Shifts: All (100%) have day shifts. Almost all (88%) have either swing, graveyard, or 24 hour care. Employees can also be classified as live-ins.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|--------------------------|--------------------|---------------------|
| Medical Insurance: | 7% | 29% | 57% |
| Dental Insurance: | 7% | 21% | 71% |
| Vision Insurance: | 7% | 7% | 79% |
| Life Insurance: | 7% | 0% | 86% |
| Paid Sick Leave: | 14% | 0% | 86% |
| Paid Vacation: | 14% | 0% | 79% |
| Retirement Plan: | 0% | 7% | 79% |
| Child Care: | 0% | 0% | 100% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require a high school diploma or equivalent. Some (38%) hire those with less than a high school diploma.

Training: Most (70%) firms do not accept training as a substitute for work experience. Many (50%) require 3-9 months vocational training in medical or physical therapy. Some (31%) require applicants to possess either a Certified Nursing Assistant Certificate (CNA) or a Home Health Care Certificate.

Education / Training Providers: See Appendix A, page 243

Experience: Many (50%) firms require 1-2 years work experience as a Home Health Aide. Many (50%) accept 3-12 months experience in physical therapy, nursing, or related health care occupations.

Skills rated "very important":

Possession of oral communication skills
 Possession of interpersonal skills
 Knowledge of patient and personal care procedures
 Ability to apply sanitation practices
 Ability to prepare meals and feed patients
 Ability to physically lift and move patients
 Ability to handle crisis situations
 Ability to work independently
 Ability to work with persons with mental disabilities/illnesses
 Willingness to work nights, weekends, and holidays
 Ability to provide housekeeping services
 Knowledge of geriatric care
 Ability to take vital signs

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | X |
| Moderately Difficult | X | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Home Health Aides**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, School and Program Referrals, Employee Referrals

Others Include: Word of Mouth, Career Centers, Job Fairs, Television Advertisements

Turnover: Moderate, 17.7% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 92% female, 8% male

Where The Jobs Are:

Home Health Care Services
Individual and Family Services
Temporary Placement Services
Residential Care Providers

Employers' Employment Outlook: 16 employers responded, providing data representing 1,116 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 790
Separations to 2006: 400
*Total Openings: 1,190

New Job Growth Rate: 21%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Certified Nursing Assistant, Inner Office Clerk, Home Health Aide II, III

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Care Providers, Health Care Aides I, II, III, Care Givers, Personal Aides, Certified Home Health Care Aides, Personal Care Attendants

Related Codes: DOT - 354.377-014

O*NET - 25-1124.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INTERIOR DESIGNERS

OES 340410

Interior Designers plan, design, and furnish interior environments of residential, commercial, or industrial buildings. They formulate design to be practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. Interior Designers may specialize in a particular field, style, or phase of interior design. Does not include Merchandise Display Designers.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.50 - 19.18 | \$12.25 |
| New Hires, With Experience: | \$8.52 - 20.00 | \$14.38 |
| After Three Years With the Firm: | \$12.79 - 30.00 | \$19.00 |

*Employers reported also paying commissions.

Average Weekly Hours: Almost all (97%) Interior Designers work full-time, 43 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|------------------------------------|----------------------|---------------------|
| Medical Insurance: | 31% | 31% |
| Dental Insurance: | 0% | 69% |
| Vision Insurance: | 8% | 85% |
| Life Insurance: | 8% | 85% |
| Paid Sick Leave: | 77% | 15% |
| Paid Vacation: | 85% | 8% |
| Retirement Plan: | 31% | 62% |
| Child Care: | 0% | 92% |
| Other Employers Specified: Bonuses | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (77%) firms require a bachelor degree and a few (15%) require an associate degree or a high school diploma (8%).

Training: Most (60%) firms accept 1-2 years training as a substitute for work experience. Many (54%) require 1-2 years technical or vocational training, including: Certification as an Architect, Interior Design School, and training on CAD drafting software. Applicants with word processing, spreadsheet, and PowerPoint software skills are preferred.

Education / Training Providers: See Appendix A, page 244

Experience: Many (54%) firms require 1-3 years work experience as a Interior Designer. Most (60%) accept 1-3 years experience in architecture, sales, art, and design.

Skills rated "very important":

Ability to use creativity in designing interior spaces
Possession of verbal and visual presentation skills
Ability to meet deadlines
Possession of oral communication skills
Knowledge of layout and design
Possession of good color perception
Ability to read blueprints and working drawings
Possession of customer service skills
Knowledge of lighting and architectural details
Knowledge of artistic products and services
Ability to work independently
Possession of own vehicle
Possession of CAD drafting skills
Ability to maintain records
Knowledge of building materials
Possession of cost estimating skills
Knowledge of interior lighting design

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Interior Designers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Colleges and Universities, Employee Referrals

Others Include: Word of Mouth, Internet, School and Program Referrals

Turnover: Moderately high, 29% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 85% female, 15% male

Where The Jobs Are:

Architectural Design Firms

Furniture Retailers

Interior Design Firms

Employers' Employment Outlook: 13 employers responded, providing data representing 39 employees for this occupation.

6 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 320
Separations to 2006: 110
*Total Openings: 430

New Job Growth Rate: 32.7%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Interior Designer, Project Manager, Senior Space Planner

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Interior Architects, Floor Decorators, Space Planners

Related Codes: DOT - 142.051-014

O*NET - 27-1025.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INTERNET WEB SITE DESIGNERS/DEVELOPERS (WEBMASTERS)

031064999

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$13.64 - 30.00 | \$15.00 |
| New Hires, With Experience: | \$11.51 - 30.00 | \$19.18 |
| After Three Years With the Firm: | \$16.78 - 50.00 | \$32.36 |

Average Weekly Hours: Most (97%) Internet Web Site Designers work full-time, 44 hours per week. A few (3%) work part-time, 23 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---------------------------------------|--------------------------|--------------------|---------------------|
| Medical Insurance: | 80% | 13% | 7% |
| Dental Insurance: | 80% | 13% | 7% |
| Vision Insurance: | 47% | 7% | 47% |
| Life Insurance: | 33% | 0% | 67% |
| Paid Sick Leave: | 93% | 0% | 7% |
| Paid Vacation: | 93% | 0% | 7% |
| Retirement Plan: | 7% | 47% | 47% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (47%) firms require a high school diploma or equivalent. Some firms require either an associate degree (33%) or a bachelor degree (20%).

Training: Some (21%) firms accept eight months of training as a substitute for work experience. Employers prefer applicants with knowledge of the following software applications: Adobe Photoshop, Broadvision, Cold Fusion, C++, Delphi, DHTML, HTML, Flash, Java Script, Oracle, PERL, VB Script, and XML Programming

Education / Training Providers: See Appendix A, page 245

Experience: Most (73%) firms require 1-2 years work experience as a Internet Web Site Designer or Web Master. Some (31%) accept 1-2 years experience as a Computer Programmer.

Skills rated "very important":

Knowledge of web site design and editing skills
Ability to create and edit hypertext markup
Ability to read and follow instructions
Ability to work under pressure and meet deadlines
Knowledge of Adobe Illustrator/Photoshop and Quark Express
Ability to work independently
Ability to design computer graphic images
Knowledge of Windows and Mac platforms
Knowledge of download time, bandwidth, and Internet browsers
Ability to be creative
Knowledge of Internet protocols
Possession of interpersonal skills
Possession of customer service skills
Possession of oral communication skills
Knowledge of interface design skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Internet Web Site Designers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Others Include: Job Fairs, Referrals from other web companies, Networking Events

Turnover: High, 42% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 29% female, 71% male

Where The Jobs Are:

Advertising Agencies
Computer Programming Services
Internet Web Design Companies
Management Consulting Services
Television and Radio Stations

Employers' Employment Outlook: 15 employers responded, providing data representing 147 employees for this occupation.

All 15 employers project employment to grow over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Web Applications Director, Project Leader, System Administrator, Design Coordinator, Flash Director, Project Manager, Production Supervisor, Creative Director, Senior Web Developer, Senior Applications Developer

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Application Developer Artists, Graphic Designers, Web Programmers, HTML Programmers, Creative Designers

Related Codes: Not Available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

OES 670050

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|--------|
| New Hires, No Experience: | \$6.75 - 7.50 | \$7.00 |
| New Hires, With Experience: | \$6.75 - 10.00 | \$7.50 |
| After Three Years With the Firm: | \$6.75 - 13.00 | \$8.75 |

Average Weekly Hours: Most (68%) Janitors and Cleaners work part-time, 19 hours per week. Some (31%) work full-time, 39 hours per week.

Shifts: Most (75%) employers report graveyard shifts. Many (56%) have day and some (31%) have swing shifts.

Fringe Benefits, Who Pays* Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|--------------------|----------------------|---------------------|
| Medical Insurance: | 19% | 19% |
| Dental Insurance: | 6% | 31% |
| Vision Insurance: | 13% | 31% |
| Life Insurance: | 13% | 31% |
| Paid Sick Leave: | 13% | 31% |
| Paid Vacation: | 19% | 25% |
| Retirement Plan: | 6% | 38% |
| Child Care: | 0% | 44% |

Other Employers Specified: Bonuses including, bringing in new business and additional bonuses for certain jobs

Note: Almost all employers (94%) do not offer benefits to part-time workers

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (75%) firms hire those with less than a high school diploma or equivalent. Some (25%) require a high school diploma or equivalent.

Training: Almost all (92%) firms do not accept training as a substitute for work experience and do not require technical or vocational training (94%).

Education / Training Providers: See Appendix A, page 250

Experience: Most (69%) firms did not require, but prefer 3-12 months previous work experience as a Janitor or Cleaner. Some (30%) accept 2-6 months experience in maintenance, construction, or gardening work.

Skills rated "very important":

Ability to follow safe working practices
 Ability to work independently
 Willingness to work evenings
 Ability to follow oral instructions
 Knowledge of how to administer cleaning agents
 Ability to maintain cleaning equipment
 Ability to work on a team
 Possession of a personal car for travel
 Ability to be bonded
 Ability to read and follow written instructions
 Ability to operate electric polishing equipment
 Knowledge of stain removal techniques

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Janitors and Cleaners**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Word of Mouth

Turnover: High, 41% in the past 12 months.

Size of 2002 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 51% male, 49% female

Where The Jobs Are:

Airports
Building Maintenance Services
Colleges, Schools, and Universities
Convention Facilities
Hospitals
Retirement Facilities

Employers' Employment Outlook: 16 employers responded, providing data representing 444 employees for this occupation.

9 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 3,850
Separations to 2006: 3,090
*Total Openings: 6,940

New Job Growth Rate: 21.1%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Front Desk Clerk, Lead Janitor, Head Janitor, Lead Supervisor, Utility Staffer, Concierge, Crew Leader

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Lobby Housekeepers, Janitor Porters, Laborers

Related Codes: DOT - 382.664-010
O*NET- 37-2011.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

LIBRARIANS – PROFESSIONAL

OES 315020

Librarians, Professional, include persons concerned with administering libraries and performing related library services including selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials or furnishing references, bibliographies, and reader's advisory services. They may select music, films, or other audio-visual material for subject matter of program.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$11.06 - 15.34 | \$13.97 |
| Union: | \$10.00 - 18.17 | \$16.38 |
| New Hires, With Experience: | \$13.44 - 21.58 | \$18.83 |
| Union: | \$10.00 - 23.15 | \$18.67 |
| After Three Years With the Firm: | \$15.56 - 35.96 | \$23.11 |
| Union: | \$10.75 - 25.40 | \$19.68 |

Average Weekly Hours: Many (57%) Librarians work full-time, 40 hours per week and part-time, (40%) 19 hours per week.

Shifts: All (100%) employers report day shifts. A few (19%) have swing shifts.

Fringe Benefits, Who Pays*

| | Full-Time | Part-Time |
|---|----------------------|----------------------|
| | <u>E'er Pays All</u> | <u>E'er Pays All</u> |
| Medical Insurance: | 88% | 25% |
| Dental Insurance: | 81% | 25% |
| Vision Insurance: | 50% | 25% |
| Life Insurance: | 81% | 25% |
| Paid Sick Leave: | 88% | 25% |
| Paid Vacation: | 75% | 25% |
| Retirement Plan: | 81% | 19% |
| Child Care: | 0% | 0% |
| Other Employers Specified: 401-K Plan, 457 Plan, Disability Insurance | | |
| After School Care, Dependent Elderly Care | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require a graduate degree and (25%) require a bachelor degree.

Training: Almost all (93%) firms do not accept training as a substitute for work experience. Most (75%) do not require technical or vocational training, however, on-the-job training is provided. Applicants with word processing, database, Internet research, and on-line catalog system software skills are preferred.

Education / Training Providers: See Appendix A, page 250

Experience: A few (19%) firms require 1-2 years experience as a Librarian. Many (46%) accept 1-2 years in related library experience including teaching or as a Library Technician.

Skills rated "very important":

Ability to use computerized on-line cataloging databases
 Possession of customer service and interpersonal skills
 Ability to do Internet research (LexusNexis)
 Ability to work independently
 Knowledge of library circulation operations
 Ability to collect and categorize information and resources
 Knowledge of current literature, public information, and other available resources
 Ability to maintain accurate records and files
 Ability to work on a team
 Ability to disseminate resources and materials
 Possession of effective communication and writing skills
 Knowledge of correct grammar, punctuation, and spelling
 Knowledge of bar code scanning systems
 Ability to give multi-media presentations and instructions

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Librarians, Professional**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Most Frequently Used:

Internet, Newspaper Advertisements, Trade Journals

Others Include: Word of Mouth, Job Fairs, Local and National Job Hotlines, Library Publications, Campus Employment Office

Turnover: Moderate, 11.4% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 87% female, 13% male

Where The Jobs Are:

Colleges and Universities
Elementary and Secondary Schools
Local Governments (Public Libraries)

Employers' Employment Outlook: 16 employers responded, providing data representing 143 employees for this occupation.

All 16 employers expect employment to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 90
Separations to 2006: 170
*Total Openings: 260

New Job Growth Rate: 9.8%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Library Media Clerk, School Dean, School Principal, Associate Director, Branch Manager, Supervising Librarian, Library Deputy Director, Director of Library Operations

Unionization/Collective Bargaining: Yes, 56% of employers and 71% of employees were unionized.

Alternate Job Titles: Instructional Aides, Reference Librarians, Cataloging Librarians, Principle Librarians, Childrens Librarian, Librarians I, II, Library Media Teachers

Emerging Occupational Titles: Electronic Resource Librarian, Information Specialists

Related Codes: DOT - 100.127-014
O*NET - 25-4021.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

LICENSED VOCATIONAL NURSES

OES 325050

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$11.00 - 13.00 | \$11.86 |
| New Hires, With Experience: | \$11.00 - 15.30 | \$12.50 |
| After Three Years With the Firm: | \$13.50 - 18.71 | \$16.00 |

*Combined union and non-union wages

Average Weekly Hours: Most (75%) Licensed Vocational Nurses work full-time, 40 hours per week. Some (24%) work part-time, 20 hours per week.

Shifts: All (100%) employers report day shifts. Most (73%) have swing and some (27%) report graveyard or evening shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|----------------------|--------------------|---------------------|
| Medical Insurance: | 20% | 73% | 0% |
| Dental Insurance: | 20% | 53% | 7% |
| Vision Insurance: | 7% | 47% | 20% |
| Life Insurance: | 13% | 53% | 13% |
| Paid Sick Leave: | 100% | 0% | 0% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 13% | 60% | 13% |
| Child Care: | 0% | 7% | 93% |
| Other Employers Specified: Long-Term Disability, Tuition Reimbursement, Scholarships | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Some firms either require a bachelor degree, (33%) an associate degree, (33%) or a high school diploma or equivalent (33%).

Training: Some (27%) accept one year training as a substitute for work experience. Many (53%) require 1-2 years vocational training. Nursing programs contain at least 1,530 hours of study and practice. California law requires that Licensed Vocational Nurses be licensed by the Vocational Nurses and Psychiatric Technician Examiners, Department of Consumer Affairs. Applicants with word processing and database software skills are preferred.

Education / Training Providers: See Appendix A, page 251

Experience: Many (53%) firms require six months to two years of work experience as a Licensed Vocational Nurse. Many (50%) accept 1-2 years experience in long-term care facilities, acute medical surgery, or as a Certified Nursing Assistant.

Skills rated "very important":

Ability to take and interpret vital signs
 Ability to read and follow instructions
 Ability to give injections
 Possession of oral communication skills
 Possession of patient observation skills
 Ability to provide personal services to patients
 Ability to handle crisis situations
 Ability to write effectively
 Ability to work independently
 Ability to lift patients
 Knowledge of asepsis
 Knowledge of blood withdrawal
 Knowledge of patient transferring techniques
 Ability to maintain records

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Licensed Vocational Nurses**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer

Turnover: Moderately low, 9% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 88% female, 12% male

Where The Jobs Are:

Doctor Offices
Home Health Care Services
Hospitals
Medical Offices and Clinics
Nursing and Special Care Facilities
Temporary Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 506 employees for this occupation.

6 employers project employment to grow, 8 expect it to remain stable, and 1 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 480
Separations to 2006: 980
*Total Openings: 1,460

New Job Growth Rate: 7.5%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: LVN II, III, IV, House Supervisor, Shift Supervisor, Facility Manager, Registered Nurse, Floor Supervisor

Unionization/Collective Bargaining: Yes. 7% of employers and 20% of employees were unionized.

Alternate Job Titles: Nurse Specialists, Charge Nurses

Related Codes: DOT - 079.374-014
O*NET - 29-2061.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MACHINISTS

OES 891080

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$8.25 - 19.00 | \$15.00 |
| After Three Years With the Firm: | \$12.50 - 26.00 | \$20.00 |

Average Weekly Hours: Almost all (97%) Machinists work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|---|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 60% | 13% |
| Dental Insurance: | 27% | 53% |
| Vision Insurance: | 13% | 60% |
| Life Insurance: | 7% | 80% |
| Paid Sick Leave: | 67% | 27% |
| Paid Vacation: | 87% | 7% |
| Retirement Plan: | 13% | 60% |
| Child Care: | 0% | 93% |
| Other Employers Specified: Profit Sharing, Overtime Pay, Yearly Bonus | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (67%) firms require a high school diploma or equivalent. Some (33%) hire those with less than a high school diploma or equivalent.

Training: Almost all (93%) firms do not accept training as a substitute for work experience. Some (20%) require 1-2 years technical or vocational training in computerized numerical control machining (CNC) and computer aided drafting (CAD).

Education / Training Providers: See Appendix A, page 251

Experience: Almost all (93%) firms require 3-5 years experience as a Machinist. All (100%) do not accept other occupational experience.

Skills rated "very important":

Ability to follow safe working practices
 Ability to perform precision work
 Ability to operate lathes
 Ability to read blueprints and technical drawings
 Possession of manual dexterity
 Ability to operate precision measuring tools
 Ability to operate numerically controlled machines
 Ability to layout machining projects
 Possession of troubleshooting skills
 Ability to operate buffers, grinders, and polishers
 Possession of estimating skills
 Ability to use hand tools
 Ability to use precision power tools
 Ability to work on a team

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Machinists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Turnover: Moderately low, 8% in the past 12 months.

Size of 2002 Employment: Large- Between 3,323 - 7,198

Gender Representation: Local employer response indicates 95% male, 5% female

Where The Jobs Are:

Aircraft and Parts

Automotive Repair Shops

Engine and Turbine Manufacturing

Industrial Machinery, Equipment, and Supplies

Medical Instruments and Supplies

Motor Vehicle Equipment, Parts, and Accessories

Ship Building and Repair

Telecommunications Equipment

Employers' Employment Outlook: 15 employers responded, providing data representing 115 employees for this occupation.

9 employers project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 550
Separations to 2006: 660
*Total Openings: 1,210

New Job Growth Rate: 12.3%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Supervisor

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Operators, Manual Operators

Related Codes: DOT - 600.380-018, 600.380-022, 601.280-054,
O*NET - 51-4041.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MAINTENANCE REPAIRERS - GENERAL UTILITY

OES 851320

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$7.00 - 14.38 | \$9.00 |
| After Three Years With the Firm: | \$8.00 - 18.13 | \$12.00 |

Average Weekly Hours: Most (78%) General Utility Maintenance Repairers work full-time, 40 hours per week and some (21%) work on a seasonal basis, 25 hours per week.

Shifts: All (100%) employers report day shifts, many (41%) have swing shifts, and a few (18%) have graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | E'er Pays All | Shared Cost | Not Provided |
|---------------------------------------|---------------|-------------|--------------|
| Medical Insurance: | 56% | 38% | 6% |
| Dental Insurance: | 56% | 25% | 13% |
| Vision Insurance: | 31% | 25% | 38% |
| Life Insurance: | 38% | 19% | 38% |
| Paid Sick Leave: | 69% | 6% | 25% |
| Paid Vacation: | 81% | 13% | 6% |
| Retirement Plan: | 38% | 19% | 44% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (82%) firms require a high school diploma or equivalent.

Training: Almost all (81%) firms do not accept training as a substitute for work experience. Many (41%) require 6-9 months technical or vocational training in various mechanical occupations and on-the-job training is often provided. Applicants with knowledge of basic computer software are preferred.

Education / Training Providers: See Appendix A, page 252

Experience: Almost all (94%) firms require 1-2 years work experience as a Maintenance Repairer. Most (67%) accept six months to two years experience in maintenance related occupations, such as Painters, Plumbers, Electricians, Machinists, and Heating Air Conditioning Mechanics.

Skills rated "very important":

Ability to work independently
 Ability to read and follow instructions
 Ability to work on a team
 Ability to operate hand and power tools
 Knowledge of safety procedures
 Ability to meet deadlines
 Possession of troubleshooting skills
 Possession of customer service skills
 Knowledge of minor plumbing
 Ability to read service/repair manuals
 Ability to lift 50 pounds
 Knowledge of minor electrical repair
 Ability to manage building maintenance projects
 Knowledge of heating and air conditioning repair
 Knowledge of minor carpentry

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Maintenance Repairers, General Utility**
Experienced Applicants: **No competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals

Turnover: Moderately low, 9.6% in the past 12 months.

Size of 2002 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 94% male, 6% female

Where The Jobs Are:

Airports
Apartment Complexes
Colleges, Schools, and Universities
Convention Facilities
Government Buildings
Hospitals
Office Buildings
Real Estate Operators and Managers
Retirement Facilities
Sports Stadiums

Employers' Employment Outlook: 17 employers responded, providing data representing 388 employees for this occupation.

12 employers project employment to remain stable, 4 expect it to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 1,490
Separations to 2006: 1,670
*Total Openings: 3,160

New Job Growth Rate: 15%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Supervisor, Equipment Operator II, Utility Worker II, Construction Specialist II, Head Engineer, Foreman, Supervisor, Senior Engineer, Building Engineer II, III, Mechanics II, III, Chief Engineer, Maintenance Engineer II, III

Unionization/Collective Bargaining: Yes, 12% of employers and 2% of employees were unionized.

Alternate Job Titles: Construction Specialists, Utility Workers, Maintenance Engineers, Maintenance Assistants, Mechanics I, Maintenance Workers, Building Engineers

Related Codes: DOT - 899.261-014, 899.381-010
O*NET - 49-9042.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MARINE TECHNICIANS

041061995

Marine Technicians apply science, computer, and engineering skills to the marine and fresh water environment, including the open ocean, coastal regions, estuaries, rivers, swamps, and lakes. Examples of typical tasks may include fabrication, operation, and maintenance of mechanical and electronic navigational, oceanographic, meteorological, and/or geophysical instrumentation and equipment. They may be required to spend extended time at sea, and be designated to pilot Remotely Operated Vehicles (ROVs).

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$11.00 - 16.00 | \$14.00 |
| After Three Years With the Firm: | \$15.00 - 39.95 | \$22.00 |

Note: Fishing boat crews are paid on a per share basis. The dollar amount received is based on the amount of fish(tons) caught and delivered.

Average Weekly Hours: All (100%) Marine Technicians work full-time, 49 hours per week.

Shifts: All (100%) employers report day shifts. Fishing boat crew members can be at sea for up to six months at a time. Many (47%) reported working weekends and being on-call 24 hours a day, seven days a week.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--|---------------------|--------------|
| | Employer Pays All | Not Provided |
| Medical Insurance: | 100% | 0% |
| Dental Insurance: | 80% | 20% |
| Vision Insurance: | 60% | 40% |
| Life Insurance: | 67% | 33% |
| Paid Sick Leave: | 47% | 53% |
| Paid Vacation: | 67% | 33% |
| Retirement Plan: | 20% | 80% |
| Child Care: | 0% | 100% |
| Other Employers Specified: 401-K Plan, Long Term Disability, Company Car | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a high school diploma or equivalent and (40%) hire those with less than a high school diploma.

Training: Most (73%) firms accept six months to two years training as a substitute for work experience. Most (67%) require six months to two years technical or vocational training, including Coast Guard Certification, FCC License, Marine Operations, Refrigeration, Electronics, CAD Design, and Able Bodied Seaman License (ABS).

Education / Training Providers: See Appendix A, page 253

Experience: Almost all (93%) firms require 1-5 years work experience as a Marine Technician.

Skills rated "very important":

Knowledge of safe working practices
 Ability to read and follow instructions
 Ability to work independently
 Ability to work on a team
 Ability to do detailed and precision work
 Ability to work under pressure
 Willingness to travel and work at sea
 Ability to make observations and record results
 Ability to analyze data and develop conclusions
 Ability to meet deadlines
 Willingness to work outside in extreme weather
 Ability to read and interpret data
 Ability to do precision work
 Ability to maintain records
 Knowledge of air pollution control
 Knowledge of marine biology
 Possession of report writing skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Marine Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, Employee Referrals, Walk-In Applicants, Internet

Others Include: Word of Mouth, Hiring through parent company

Turnover: Moderate, 14.9% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 99% male, 1% female

Where The Jobs Are:

Commercial Fishing
Marine Engineering Firms
Oceanographic Research
Public Boat Marinas
Ship and Boat Repair
Water Transportation Services

Employers' Employment Outlook: 15 employers responded, providing data representing 105 employees for this occupation.

8 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Service Manager, Lead Engineer, Assistant-to-the-Chief, Senior Manager, Project Manager, Contracting Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Captains, Navigators, Chief Engineers, Port Engineers, Naval Architects, Service Technical Engineers, Marine Vessel Field Service Technicians, Marine Electronic Technicians

Related Codes: DOT - 001.061-014, 184.167-182, 197.130-010, 197.133-022, 197.167-010, 623.281-018, 625.281-010, 806.261-026, 823.281-014, 825.281-014

O*NET - 17-2121.01, 53-5011.00, 53-5011.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MECHANICAL ENGINEERS

OES 221350

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$13.04 - 35.00 | \$17.05 |
| New Hires, With Experience: | \$18.03 - 35.00 | \$21.58 |
| After Three Years With the Firm: | \$23.01 - 38.00 | \$28.77 |

Average Weekly Hours: Almost all (85%) Mechanical Engineers work full-time, 45 hours per week. A few (13%) work on a temporary or on-call basis, 45 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|----------------------|--------------------|---------------------|
| Medical Insurance: | 60% | 33% | 7% |
| Dental Insurance: | 53% | 33% | 13% |
| Vision Insurance: | 40% | 33% | 27% |
| Life Insurance: | 67% | 13% | 20% |
| Paid Sick Leave: | 80% | 7% | 13% |
| Paid Vacation: | 93% | 7% | 0% |
| Retirement Plan: | 13% | 80% | 0% |
| Child Care: | 0% | 7% | 93% |
| Other Employers Specified: 401-K Plan, Profit Sharing, 125 Purchase Plan, Pension Plan | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a Bachelor of Science in Mechanical Engineering (BSME) or a related engineering degree.

Training: All (100%) employers do not accept training as a substitute for work experience. Mechanical Engineers must be registered by the State of California. To obtain registration, engineers must have a BSME degree and two years engineering experience. They must pass the engineer-in-training examination and a professional examination in mechanical engineering. Applicants with word processing, computer aided drafting (CAD), spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 253

Experience: Most (69%) firms require 3 - 5 years work experience as a Mechanical Engineer. Employers look for applicants with the following experience: assembly layout, automation robotics, electro mechanical design, electro motion control, electronic packaging, fuel metering, pneumatics, and tolerance analysis.

Skills rated "very important":

Ability to be detail oriented
Ability to use a computer and CAD design software
Ability to meet deadlines
Knowledge of engineering principles
Knowledge of advanced math
Ability to work on a team
Ability to work independently
Ability to research designs of mechanical systems
Ability to recommend design modifications
Ability to read and follow instructions
Ability to analyze customer proposals
Ability to read blueprints

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Mechanical Engineers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Private Employment Agencies

Others Include: Professional Organizations

Turnover: Very low, 5% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 92% male, 8% female

Where The Jobs Are:

Aircraft and Parts

Audio and Video Equipment

Engineering and Architectural Services

Engine and Turbine Manufacturers

Industrial Machinery and Parts

Medical Equipment and Supplies Manufacturing

Temporary Agencies

Employers' Employment Outlook: 16 employers responded, providing data representing 150 employees for this occupation.

9 employers project employment to grow, 5 expect it to remain stable, and 2 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 480
Separations to 2006: 380
*Total Openings: 860

New Job Growth Rate: 18.5%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Mechanical Engineer, Engineering Manager, Division Leader, Lead Mechanical Engineer, Senior Technical Manager, Design Manager, Project Manager, Director of Engineering

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Tool Design Engineers, Industrial Engineers, Mechanical/Chemical Engineers, Mechanical Designers

Related Codes: DOT - 007.061-014

O*NET - 17-2141.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

OES 329020

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.50 - 15.00 | \$14.00 |
| New Hires, With Experience: | \$12.00 - 21.00 | \$16.30 |
| After Three Years With the Firm: | \$14.00 - 23.93 | \$19.50 |

Average Weekly Hours: Almost all (89%) Medical and Clinical Laboratory Technologists work full-time, 40 hours per week. A few (9%) work part-time, 25 hours per week.

Shifts: All (100%) employers report day shifts. Some (20%) have swing and a few (13%) have graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Not Provided</u> |
|---|--------------------------|---------------------|
| Medical Insurance: | 80% | 13% |
| Dental Insurance: | 60% | 27% |
| Vision Insurance: | 33% | 53% |
| Life Insurance: | 53% | 47% |
| Paid Sick Leave: | 93% | 7% |
| Paid Vacation: | 93% | 7% |
| Retirement Plan: | 40% | 40% |
| Child Care: | 0% | 93% |
| Other Employers Specified: 401-K Plan, 403-B Plan | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (80%) firms require a bachelor degree and a few require an associate degree (13%) or graduate degree (7%).

Training: Some (36%) firms accept 1-2 years training as a substitute for work experience. Many (40%) require a California Clinical Laboratory Technologist license issued by the State Department of Health Services. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 254

Experience: Many firms require (40%) and some prefer (33%) 1-3 years experience as a Medical and Clinical Laboratory Technologist. All (100%) do not accept other occupational experience.

Skills rated "very important":

Possession of accurate record keeping skills
 Possession of effective communication skills
 Ability to meet deadlines and work under pressure
 Possession of problem solving skills
 Knowledge of medical laboratory quality assurance techniques
 Knowledge of how to handle hazardous materials
 Knowledge of infection control techniques
 Knowledge of medical laboratory procedures
 Ability to perform routine medical and diagnostic tests
 Ability to evaluate test results
 Ability to use automated equipment and instruments
 Knowledge of medical terminology
 Ability to conduct laboratory research
 Knowledge of advanced mathematics

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Medical and Clinical Laboratory Technologists**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:
Colleges and Universities, Newspaper Advertisements, Internet

Turnover: Moderately low, 8.6% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates
74% female, 26% male

Where The Jobs Are:

Hospitals
Medical Laboratory Testing Services
Medical Research Services
Doctors Offices and Clinics

Employers' Employment Outlook: 15 employers responded, providing data representing 234 employees for this occupation.

9 employers project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 220
Separations to 2006: 130
*Total Openings: 350

New Job Growth Rate: 16.2%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Trainer, Research Assistant, Lead Technician, Operations Manager, Group Leader, Lead Clinical Scientist, Department Director, Senior Cytologist, Lab Supervisor, Research Supervisor

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Lab Technologists, Cyto Technologists, Clinical Laboratory Technicians, Laboratory Clinical Scientists, Medical Technologists, Research Technicians

Related Codes: DOT - 078.261-010, 078.261-038
O*NET - 29-2012.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICAL ASSISTANTS

OES 660050

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.00 - 11.00 | \$9.00 |
| New Hires, With Experience: | \$9.00 - 13.50 | \$11.30 |
| After Three Years With the Firm: | \$12.00 - 16.00 | \$14.00 |

Average Weekly Hours: Almost all (80%) Medical Assistants work full-time, 40 hours per week. A few (16%) work part-time, 23 hours per week.

Shifts: All (100%) employers report day shifts. A few (7%) have swing shifts.

Fringe Benefits, Who Pays*

| | Full-Time E'er Pays All | Part-Time Not Provided |
|---|----------------------------|---------------------------|
| Medical Insurance: | 60% | 53% |
| Dental Insurance: | 47% | 53% |
| Vision Insurance: | 47% | 53% |
| Life Insurance: | 40% | 53% |
| Paid Sick Leave: | 93% | 33% |
| Paid Vacation: | 100% | 33% |
| Retirement Plan: | 20% | 53% |
| Child Care: | 0% | 60% |
| Other Employers Specified: 401-K Plan, 403-B Plan, Profit Sharing, Flexible Spending Account, Bonus | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Many (54%) firms accept 3-12 months training as a substitute for work experience. Almost all (93%) require 3-12 months of technical or vocational training. Medical Assistants must obtain a Medical Assistant Certificate. Applicants with knowledge of medical or patient software, word processing, appointment scheduling, and are familiar with Mega West or Medical Manager software skills are preferred.

Education / Training Providers: See Appendix A, page 254

Experience: Many firms require (40%) or prefer (47%) 6-12 months experience as a Medical Assistant. Most (73%) do not accept other occupational experience

Skills rated "very important":

- Ability to apply sanitation procedures
- Ability to follow oral instructions
- Ability to take vital signs
- Possession of interpersonal and customer service skills
- Possess a clean appearance and personal hygiene
- Knowledge of medical terminology
- Ability to work under pressure and handle crisis situations
- Ability to administer medications and treatments
- Possession of a Medical Assistant Certificate
- Ability to apply patient care procedures
- Ability to assist in examining patients
- Ability to maintain medical records
- Possession of an X-Ray Certificate
- Knowledge of Radiology, Nuclear Medicine, and Pharmacology
- Possession of organizational skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Medical Assistants**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, School and Program Referrals, Employee Referrals

Turnover: Moderate, 16.6% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 88% female, 12% male

Where The Jobs Are:

Hospitals

Doctor Offices and Clinics

Specialty Outpatient Facilities

Employers' Employment Outlook: 15 employers responded, providing data representing 299 employees for this occupation.

8 employers project employment to remain stable, 6 expect it to grow, and 1 expects employment to decline over the next two years.

OES Growth Projections: New jobs through 2006: 670
Separations to 2006: 630
*Total Openings: 1,300

New Job Growth Rate: 20.2%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Medical Assistant II, III, Trainer, Supervisor, Audiologist, Licensed Vocational Nurse, Case Manager, Medical Assistant Supervisor, Registered Nurse, Clinic Manager, Office Manager

Unionization/Collective Bargaining: Yes, 7% of employers and 35% of employees were unionized.

Alternate Job Titles: Medical Assistants II, Reproductive Health Assistants

Related Codes: DOT - 079.362-010

O*NET - 30-9092.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICAL RECORDS TECHNICIANS

OES 329110

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$7.25 - 9.00 | \$7.71 |
| New Hires, With Experience: | \$7.25 - 10.50 | \$8.00 |
| After Three Years With the Firm: | \$8.50 - 11.00 | \$10.00 |

Average Weekly Hours: Almost all (86%) Medical Records Technicians work full-time, 39 hours per week. A few (14%) work part-time, 26 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | | |
|--------------------|--------------------------|--------------------|---------------------|
| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
| Medical Insurance: | 67% | 33% | 0% |
| Dental Insurance: | 67% | 27% | 7% |
| Vision Insurance: | 33% | 20% | 47% |
| Life Insurance: | 40% | 20% | 40% |
| Paid Sick Leave: | 60% | 13% | 27% |
| Paid Vacation: | 80% | 13% | 7% |
| Retirement Plan: | 20% | 40% | 40% |
| Child Care: | 0% | 0% | 100% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (87%) firms hire those with a high school diploma or equivalent and a few (13%) require an associate degree.

Training: Many (58%) firms accept six months to one year training as a substitute for work experience. Many (53%) require six months to two years technical or vocational training in medical records, filing, or coding programs. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 256

Experience: Many (47%) firms require one year work experience as a Medical Records Technician. Many (50%) accept six months to one year experience in clerical, healthcare, or medical office occupations.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to meet deadlines
- Ability to work independently
- Ability to communicate with doctors and staff
- Ability to compile/maintain medical records
- Possession of customer service skills
- Possession of organizational skills
- Ability to work on a team
- Possession of data entry and retrieval skills
- Ability to perform clerical duties
- Knowledge of medical office procedures
- Possession of alpha-numeric filing skills
- Ability to write legibly
- Knowledge of medical coding systems
- Knowledge and understanding of medical terminology
- Ability to perform a medical records audit
- Ability to be multi-task oriented

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Medical Records Technicians**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

In-House Promotion or Transfer, School and Program Referrals, Newspaper Advertisements

Turnover: Moderate, 18.8% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 85% female, 15% male

Where The Jobs Are:

Home Health Care Services

Hospitals

Nursing and Personal Care Facilities

Offices and Clinics of Medical Doctors

Temporary Placement Services

Employers' Employment Outlook: 15 employers responded, providing data representing 109 employees for this occupation.

9 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 190
Separations to 2006: 170
*Total Openings: 360

New Job Growth Rate: 21.3%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Medical Administrative Assistant, Medical Records Director, Supervisor, District Manager, Coordinator, Legal Support Coder

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Assistants, Senior Clerks

Related Codes: DOT - 079.362-014, 206.387-010, 245.362-010
O*NET - 29-2071.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

NETWORK PROFESSIONALS

031132999

Network Professionals are responsible for designing and maintaining a company's computerized information system, managing local and/or wide area networks. They may also include training network users, developing network strategies, downsizing mainframe and mini computer systems to PC networks. They may build front-ends to specific applications. They may be certified or uncertified.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$12.47 - 19.18 | \$15.58 |
| New Hires, With Experience: | \$14.38 - 23.97 | \$19.78 |
| After Three Years With the Firm: | \$16.78 - 31.16 | \$24.57 |

Average Weekly Hours: All (100%) Network Professionals work full-time, 41 hours per week.

Shifts: Almost all (94%) employers report day shifts. A few (6%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 61% | 39% | 0% |
| Dental Insurance: | 61% | 39% | 0% |
| Vision Insurance: | 44% | 22% | 33% |
| Life Insurance: | 50% | 17% | 33% |
| Paid Sick Leave: | 100% | 0% | 0% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 22% | 56% | 11% |
| Child Care: | 0% | 6% | 89% |
| Other Employers Specified: 401-K Plan, Travel Insurance, Stock Options, Long Term Disability, Education Reimbursement, Long Term Care Insurance | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (67%) firms require a bachelor degree. Some (22%) require an associate degree.

Training: Some (33%) firms accept 6-12 months training as a substitute for work experience. Most (67%) require 6-12 months technical or vocational training leading to professional certification in Microsoft (MCSE) or Novell (CNE). Companies may provide internships or have their own learning center. Applicants with word processing, spreadsheet, and database software skills are preferred. Employers reported using the following programming applications: Java Script, XML, Perl, C, C++, Visual Basic, and Visual Basic Script.

Education / Training Providers: See Appendix A, page 258

Experience: Most (78%) firms require six months to three years experience as a Network Professional. Some (38%) accept 1-2 years experience as a Computer Programmer

Skills rated "very important":

Ability to monitor and analyze network problems
 Knowledge of local and wide area networks
 Possession of troubleshooting skills
 Possession of effective communication skills
 Knowledge of Internet, Intranets, and Ethernets
 Knowledge of system integration
 Ability to evaluate system and network requirements
 Ability to design multi-server networks
 Ability to work on a team and across teams
 Ability to prioritize multiple projects
 Knowledge of microcomputer hardware systems
 Ability to work under pressure and meet deadlines
 Possession of verbal presentation skills
 Knowledge of routers, firewalls, and information technology
 Knowledge of Microsoft, Cisco, Linux, and Unix operating systems

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Network Professionals**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Turnover: Very low, 3.1% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 82% male, 18% female

Where The Jobs Are:

Colleges and Universities
Hospitals
Data Processing Services
Engineering Services
Local, State, and Federal Government
Research and Development
Temporary Placement Services

Employers' Employment Outlook: 18 employers responded, providing data representing 39 employees for this occupation.

10 employers project employment to remain stable and 8 expect it to grow over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Senior Network Administrator, IT Manager, Customer Deployment Manager, Director, Data Base Administrator, Assistant Vice President, Vice President

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Operations Engineers, IT Specialists, Network Administrators, Network Analysts, Network Managers, Assistant Administrators, System Administrators

Related Codes: Not Available

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

NURSE AIDES

OES 660080

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$7.00 - 10.50 | \$9.00 |
| New Hires, With Experience: | \$7.75 - 11.00 | \$9.13 |
| After Three Years With the Firm: | \$8.53 - 12.00 | \$10.50 |

Average Weekly Hours: Almost all (86%) Nurse Aides work full-time, 40 hours per week. A few (11%) work part-time, 23 hours per week.

Shifts: All (100%) employers report day shifts. Almost all (94%) have swing and most (69%) have graveyard shifts. Employers also report split and 12 hour shifts, four days a week.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 25% | 75% | 0% |
| Dental Insurance: | 19% | 69% | 6% |
| Vision Insurance: | 13% | 56% | 25% |
| Life Insurance: | 25% | 50% | 13% |
| Paid Sick Leave: | 88% | 0% | 13% |
| Paid Vacation: | 94% | 0% | 6% |
| Retirement Plan: | 6% | 44% | 25% |
| Child Care: | 6% | 6% | 88% |
| Other Employers Specified: Sign on Bonus, Referral Bonus, Holiday Pay | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (81%) firms require a high school diploma or equivalent. A few (19%) hire those with less than high school diploma or equivalent

Training: Most (60%) firms accept 6-8 months training as a substitute for work experience. Most (75%) require 6-12 months of Certified Nursing Assistants training and a Certified Nursing Assistant (CNA) Certificate issued by the State Department of Health Services.

Education / Training Providers: See Appendix A, page 262

Experience: A few firms require (19%) and many prefer (44%) 3-6 months experience as a Nurse Aide. Some (33%) accept six months experience in other health related occupations.

Skills rated "very important":

Ability to work on a team
 Ability to follow oral instructions
 Ability to apply sanitation procedures
 Possession of customer service and interpersonal skills
 Ability to apply patient care procedures
 Ability to assist in lifting and moving patients
 Ability to take vital signs, observe patients, and perform CPR
 Ability to feed patients
 Possess a clean appearance and personal hygiene
 Ability to provide personal service to patients
 Willingness to work with close supervision
 Ability to work under pressure and handle crisis situations
 Ability to set up patient care equipment
 Ability to maintain medical records
 Knowledge of patient rehabilitation skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | |
| Not Difficult | X | X |
| Few Employers Hire | | |

Job Market for: **Nurse Aides**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, In House Promotion or Transfer, Employee Referrals

Turnover: Moderately high, 25.5% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 87% female, 13% male

Where The Jobs Are:

Hospitals

Nursing and Personal Care Facilities

Senior and Residential Care Facilities

Employers' Employment Outlook: 16 employers responded, providing data representing 621 employees for this occupation.

8 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 990
Separations to 2006: 720
*Total Openings: 1,710

New Job Growth Rate: 14.2%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Activities Assistant, Recreation Leader, Chief Leader, Nursing Staff Director, Activities Director, Program Coordinator, Admissions Coordinator, Medical Records Supervisor, Lead CNA

With Additional Education: Charge Nurse, Registered Nurse, Licensed Vocational Nurse, Physical Therapy Aide, Occupational Therapy Aide

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Certified Nursing Assistants, Attendants, Program Aides, Life Skills Trainers

Related Codes: DOT - 355.674-014

O*NET 31-1012.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

NURSE PRACTITIONERS

075264999

Nurse Practitioners provide general medical care and treatment to patients in medical facility, such as clinic, health center, or public health agency, under the direction of a physician.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data | - - - |
| New Hires, With Experience: | \$19.00 - 32.52 | \$25.57 |
| After Three Years With the Firm: | \$23.97 - 43.15 | \$34.00 |

Average Weekly Hours: Most (76%) Nurse Practitioners work full-time, 40 hours per week. Some (24%) work part-time, 25 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time | Part-Time |
|--------------------|----------------------|----------------------|
| | <u>E'er Pays All</u> | <u>E'er Pays All</u> |
| Medical Insurance: | 53% | 7% |
| Dental Insurance: | 53% | 7% |
| Vision Insurance: | 33% | 7% |
| Life Insurance: | 40% | 7% |
| Paid Sick Leave: | 60% | 20% |
| Paid Vacation: | 60% | 20% |
| Retirement Plan: | 27% | 7% |
| Child Care: | 0% | 0% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a bachelor degree or graduate degree (47%). Applicants applying to Practical Nursing Training programs need to possess a Registered Nurse License.

Training: A few (13%) firms accept 2-4 years training as a substitute for work experience. Most (67%) require 2-4 years of technical or vocational training. Nurse Practitioners must pass a licensing examination after completing a State-approved Practical Nursing training program. Applicants with knowledge of medical or patient software, word processing, and Internet software skills are preferred.

Education / Training Providers: See Appendix A, page 264

Experience: All (100%) firms require 2-9 years work experience as a Nurse Practitioner. A few (15%) accept 2-5 years experience as a Registered Nurse, Licensed Vocational Nurse, or in other nursing occupations.

Skills rated "very important":

- Ability to perform physical examinations
- Ability to formulate patient prognosis and treatment plans
- Ability to prepare patient health care plan
- Ability to prescribe or recommend drugs
- Ability to observe and record patient's condition
- Possession of excellent interpersonal and communication skills
- Ability to interpret and evaluate diagnostic tests
- Ability to act as member of a multidisciplinary team
- Possession of a CPR certificate
- Possession of a California Registered Nurse or a Nurse Practitioner License
- Knowledge of acute and chronic care
- Ability to handle crisis situations
- Ability to provide psychosocial support and referrals
- Knowledge of nutrition

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Nurse Practitioners**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Colleges and Universities, Employee Referrals

Turnover: Moderate, 12.5% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 88% female, 12% male

Where The Jobs Are:

Hospitals

Offices and Clinics of Doctors

Specialty Outpatient Facilities

Employers' Employment Outlook: 15 employers responded, providing data representing 74 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: None Reported

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 075.264-010

O*NET - Not Available

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

OPERATING ENGINEERS

OES 979560

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment, such as a bulldozer or crane.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| Union: | \$12.00 - 17.06 | \$14.38 |
| New Hires, With Experience: | \$12.00 - 28.54 | \$16.00 |
| Union: | \$14.00 - 30.00 | \$20.25 |
| After Three Years With the Firm: | \$18.00 - 30.00 | \$23.50 |
| Union: | \$20.00 - 35.00 | \$26.00 |

Average Weekly Hours: Almost all (93%) Operating Engineers work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--------------------|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 81% | 6% |
| Dental Insurance: | 69% | 19% |
| Vision Insurance: | 44% | 50% |
| Life Insurance: | 56% | 31% |
| Paid Sick Leave: | 44% | 50% |
| Paid Vacation: | 75% | 19% |
| Retirement Plan: | 56% | 38% |
| Child Care: | 0% | 94% |

Note: For employees working in union shops, benefits are paid by the union.

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (88%) firms require a high school diploma or equivalent.

Training: Some (38%) firms accept 1-2 years training as a substitute for work experience. Some (25%) require three months to two years of vocational training, including possession of a Class A Operators Certificate and on-the-job training is occasionally provided.

Education / Training Providers: See Appendix A, page 266

Experience: Most (63%) firms require 2-4 years work experience as an Operating Engineer. A few (17%) accept three years occupational experience in various construction occupations.

Skills rated "very important":

Knowledge of safe operating procedures
Possession of good hand-eye coordination
Ability to operate scoops, shovels, or buckets
Ability to judge distances
Ability to operate graders, bulldozers, and scrapers
Knowledge of earth excavation techniques
Ability to tolerate a noisy work environment
Ability to work under pressure
Possession of mechanical aptitude
Ability to operate mobile 2-way radios
Ability to withstand extreme weather
Ability to tolerate fumes and odors
Be in good physical condition
Ability to operate cranes and derricks
Ability to operate air compressors and pumps
Ability to lift 75 pounds

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Operating Engineers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Union Hall Referrals, Newspaper Advertisements, Employee Referrals

Turnover: Moderately low, 9.1% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 94% male, 6% female

Where The Jobs Are:

General Contractors
Heavy Construction
Highway and Street Construction
Local Government
Sand and Gravel Suppliers

Employers' Employment Outlook: 16 employers responded, providing data representing 435 employees for this occupation.

9 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 160
Separations to 2006: 170
*Total Openings: 330

New Job Growth Rate: 12.7%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Superintendent, Crane Operator, Operator II, Project Foreman

Unionization/Collective Bargaining: Yes, 50% of employers and 78% of employees were unionized.

Alternate Job Titles: Heavy Equipment Operators, Vehicle Operators

Related Codes: DOT - 859.683-010, 950.362-014, 950.382-026
O*NET - 47-2073.00, 47-2073.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PARALEGAL PERSONNEL

OES 283050

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$9.00 - 11.99 | \$10.25 |
| New Hires, With Experience: | \$9.59 - 21.58 | \$13.94 |
| After Three Years With the Firm: | \$13.42 - 25.17 | \$18.25 |

Average Weekly Hours: Almost all (92%) Paralegal Personnel work full-time, 38 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 88% | 6% | 6% |
| Dental Insurance: | 75% | 6% | 19% |
| Vision Insurance: | 69% | 6% | 25% |
| Life Insurance: | 63% | 0% | 38% |
| Paid Sick Leave: | 81% | 0% | 19% |
| Paid Vacation: | 81% | 0% | 19% |
| Retirement Plan: | 63% | 0% | 31% |
| Child Care: | 0% | 6% | 94% |
| Other Employers Specified: 403-B Plan, Stock Options, Paid Parking, Transportation Reimbursement, Credit Union Membership | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (75%) firms require an associate degree. Some (25%) require a bachelor degree.

Training: Many (40%) firms accept 6-12 months training as a substitute for work experience. Many (50%) require 1-2 years vocational training in paralegal studies, including computer software training. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 266

Experience: Many (50%) firms require 2-5 years work experience as a Paralegal. Some (38%) accept 1-3 years experience as a Legal Secretary.

Skills rated "very important":

Ability to read and follow instructions
 Possession of oral communication skills
 Ability to prepare written reports
 Ability to comprehend information quickly
 Knowledge of court proceedings
 Ability to keep information confidential
 Ability to use correct grammar, punctuation, and spelling
 Knowledge of legal terminology
 Ability to analyze and organize information
 Ability to work under pressure
 Ability to prepare legal correspondence
 Ability to write legibly
 Ability to maintain records and files
 Ability to use the Internet as research tool
 Ability to interview others for information
 Ability to research legal cases and issues
 Possession of time management skills
 Ability to keep current with new laws

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Paralegal Personnel**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals

Others Include: Internet

Turnover: Moderate, 16% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 83% female, 17% male

Where The Jobs Are:

Local, State, and Federal Governments

Law Firms

Temporary Placement Services

Private Paralegal Service Providers

Employers' Employment Outlook: 16 employers responded, providing data representing 193 employees for this occupation.

12 employers project employment to remain stable and 4 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 610
Separations to 2006: 90
*Total Openings: 700

New Job Growth Rate: 45.9%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead Paralegal, Senior Paralegal, Paralegal Supervisor, Lawyer (with additional education)

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Paralegal Specialists, Jury Consultants, Legal Assistants

Related Codes: DOT - 119.267-022, 119.267-026

O*NET - 23-2011.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

OES 130050

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$12.95 - 26.37 | \$17.24 |
| After Three Years With the Firm: | \$16.78 - 38.36 | \$23.97 |

Average Weekly Hours: Most (77%) Personnel, Training, and Labor Relations Managers work full-time, 40 hours per week. A few (17%) work on a temporary or on-call basis, 22 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|----------------------|--------------------|---------------------|
| Medical Insurance: | 80% | 7% | 7% |
| Dental Insurance: | 80% | 7% | 7% |
| Vision Insurance: | 80% | 7% | 7% |
| Life Insurance: | 80% | 0% | 7% |
| Paid Sick Leave: | 80% | 0% | 13% |
| Paid Vacation: | 80% | 0% | 13% |
| Retirement Plan: | 27% | 33% | 20% |
| Child Care: | 7% | 13% | 73% |
| Other Employers Specified: 401-K Plan, Stock Options, Paid Holidays, Disability Plan | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (73%) firms require a bachelor degree. A few either require an associate degree (7%) or graduate degree (7%).

Training: A few (13%) firms accept training as a substitute for work experience. Many (40%) require 1-2 years vocational training in human resource management, organizational development, payroll management, and sales. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 266

Experience: Almost all (87%) firms require 1-4 years experience as a Personnel, Training, and Labor Relations Manager. Most (60%) accept 1-3 years experience in public relations, corporate training, employee development, organizational development, or teaching.

Skills rated "very important":

Possession of oral communication skills
 Possession of interpersonal skills
 Ability to work under pressure
 Ability to work independently
 Knowledge of training and organizational development practices
 Ability to manage an activity or department
 Ability to use a computer
 Ability to motivate others
 Ability to plan and organize the work of others
 Ability to write job specifications
 Possession of verbal presentation skills
 Knowledge of employee quality improvement programs

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Personnel, Training, and Labor Relations Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Employee Referrals

Others Include: CALWorks, Job Hotline, Networking

Turnover: Moderate, 19% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 60% female, 40% male

Where The Jobs Are:

Communications

Local, State, and Federal Governments

Hospitals

Hotels

Manufacturing

Research and Development

Schools and Colleges

Software Development

Employers' Employment Outlook: 15 employers responded, providing data representing 52 employees for this occupation.

4 employers project employment to grow and 11 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 420
Separations to 2006: 350
*Total Openings: 770

New Job Growth Rate: 21.8%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Management Analyst, Employee Development Director, Management Trainee Supervisor

Unionization/Collective Bargaining: None Reported

ALTERNATE JOB TITLES: : Training Manager, Human Resource Manager, Personnel Trainer, Training Administrator, Human Resource Technical Manager, Organizational Effectiveness Specialist, Workforce Development Trainer, Employee Development Manager

Related Codes: DOT - 166.117-010, 166.167.018, 166.167.026, 166.167.030, 166.167.050

O*NET - 11-3042.00, 11-3040.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PHYSICAL THERAPY ASSISTANTS

OES 660171

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.00 - 12.45 | \$9.50 |
| New Hires, With Experience: | \$11.25 - 22.00 | \$16.50 |
| After Three Years With the Firm: | \$15.00 - 22.00 | \$19.00 |

Average Weekly Hours: Many (53%) Physical Therapy Assistants work full-time, 40 hours per week. Some either work part-time, (24%) 24 hours per week, or on a temporary, or on-call basis, (24%) 18 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 20% | 47% | 7% |
| Dental Insurance: | 13% | 40% | 13% |
| Vision Insurance: | 7% | 20% | 33% |
| Life Insurance: | 13% | 27% | 33% |
| Paid Sick Leave: | 67% | 0% | 7% |
| Paid Vacation: | 67% | 0% | 7% |
| Retirement Plan: | 27% | 20% | 20% |
| Child Care: | 0% | 7% | 67% |
| Other Employers Specified: Disability Insurance, Incentive Bonus, Education Reimbursement | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (87%) firms require an associate degree. A few (13%) require a high school diploma or equivalent.

Training: Some (36%) firms accept 1-2 years of training as a substitute for work experience. Many (40%) require 1-2 years of vocational training. Physical Therapy Assistants must be licensed by the California Physical Therapy Examining Board.

Education / Training Providers: See Appendix A, page 266

Experience: Many (47%) firms require 1-2 years work experience as a Physical Therapy Assistant. A few (14%) accept 1-3 years experience in sports medicine, clinical, or occupational therapy.

Skills rated "very important":

Knowledge of anatomy and neurology
 Ability to maintain progress notes and treatment summaries
 Ability to read and follow instructions
 Possession of oral communication skills
 Knowledge of orthopedic care
 Ability to work under pressure
 Ability to work independently
 Ability to work on a team
 Possession of problem solving skills
 Ability to apply patient transferring techniques
 Possession of public contact skills
 Ability to detect complications in patients
 Ability to write legibly
 Knowledge of sports of medicine

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | X |
| Not Difficult | X | |
| Few Employers Hire | | |

Job Market for: **Physical Therapy Assistants**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Trade Journals

Others Include: Internships

Turnover: Very low, 4% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 65% female, 35% male

Where The Jobs Are:

Hospitals

Offices of Physical Therapists

Employers' Employment Outlook: 15 employers responded, providing data representing 68 employees for this occupation.

6 employers project employment to grow, 7 expect it to remain stable, and 2 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 130
Separations to 2006: 120
*Total Openings: 250

New Job Growth Rate: 21%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Promote to Licensed Physical Therapist with education

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 076.224-010
O*NET - 31-2021.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PLASTERERS AND STUCCO MASONS

OES 873170

Plasterers and Stucco Masons apply coats of plaster onto interior or exterior walls, ceilings, or partitions of buildings to produce finished surfaces according to blueprints, architect's drawings, or oral instructions.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$6.75 - 11.00 | \$8.00 |
| New Hires, With Experience: | \$8.50 - 20.00 | \$16.00 |
| After Three Years With the Firm: | \$12.00 - 22.00 | \$19.00 |

Average Weekly Hours: Almost all (86%) Plasterers and Stucco Masons work full-time, 39 hours per week. A few (14%) work part-time, 26 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | | |
|---------------------------------------|--------------------------|--------------------|---------------------|
| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
| Medical Insurance: | 25% | 6% | 50% |
| Dental Insurance: | 19% | 0% | 63% |
| Vision Insurance: | 13% | 0% | 69% |
| Life Insurance: | 0% | 0% | 81% |
| Paid Sick Leave: | 0% | 0% | 81% |
| Paid Vacation: | 0% | 0% | 81% |
| Retirement Plan: | 6% | 0% | 75% |
| Child Care: | 0% | 0% | 81% |
| Other Employers Specified: 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms hire those with less than high school diploma or equivalent. Some (38%) require a high school diploma or equivalent.

Training: Many (50%) firms accept six months to two years training as a substitute for work experience. A few (19%) require six months to one year of vocational training and on-the-job training is often provided.

Education / Training Providers: See Appendix A, page 267

Experience: Many (44%) firms require 1-3 years work experience as a Plasterer or Stucco Mason. All (100%) do not accept other occupational experience.

Skills rated "very important":

Ability to follow safety procedures
 Ability to stand, kneel, and bend for long periods of time
 Be in good physical condition
 Ability to use hand and power tools
 Willingness to work with close supervision
 Ability to lift 75 pounds
 Ability to work independently
 Ability to apply coatings/adhesives
 Ability to read and follow instructions
 Possession of oral communications skills
 Ability to mix plaster, grout, etc.
 Ability to work from elevated positions
 Knowledge of building codes
 Ability to apply grouting
 Ability to erect scaffolding
 Possession of shop math skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Plasterers and Stucco Masons**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Newspaper Advertisements, Employee Referrals

Turnover: Moderate, 13% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

General Building Construction

Lath, Plastering, and Stucco Contractors

Employers' Employment Outlook: 16 employers responded, providing data representing 185 employees for this occupation.

10 employers project employment to grow, 5 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 170
Separations to 2006: 140
*Total Openings: 310

New Job Growth Rate: 25%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Supervisor, Estimator

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Plaster Workers, Journeyman Plasterers, Hod Carriers, Plasterers

Related Codes: DOT - 842.361-018, 842.381-014

O*NET - 47-2161.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

POLICE PATROL OFFICERS

OES 630140

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

WAGES AND BENEFITS

| Hourly Union Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$16.52 - 21.10 | \$18.76 |
| New Hires, With Experience: | \$16.25 - 22.31 | \$20.14 |
| After Three Years With the Firm: | \$21.10 - 28.77 | \$24.15 |

Average Weekly Hours: Almost all (99%) Police Officers work full-time, 41 hours per week.

Shifts: Almost all employers report day (93%), swing (80%), and graveyard shifts (87%).

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> |
|--|----------------------|--------------------|
| Medical Insurance: | 67% | 33% |
| Dental Insurance: | 53% | 40% |
| Vision Insurance: | 33% | 40% |
| Life Insurance: | 73% | 27% |
| Paid Sick Leave: | 100% | 0% |
| Paid Vacation: | 100% | 0% |
| Retirement Plan: | 80% | 20% |
| Child Care: | 7% | 20% |
| Other Employers Specified: Disability Insurance, Cancer Insurance, Paid Police Academy, Uniform Allowance, Pay Differential for Bilingual Skills | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (93%) require a high school diploma or equivalent. A few (7%) require an associate degree.

Training: Most (60%) firms accept 7-12 months training as a substitute for work experience. Many (47%) require 6-12 months police academy training. Applicants with word processing and Internet software skills are preferred.

Education / Training Providers: See Appendix A, page 267

Experience: Most (67%) firms do not require previous work experience, however, some (20%) prefer 1-2 years of experience as a Police Officer. Most (75%) do not accept other occupational experience.

Skills rated "very important":

Ability to work under pressure, handle crisis situations, and to act quickly
 Ability to pass a psychological exam and physical performance test
 Ability to pass a pre-employment medical exam
 Possession of a Class C driver's license and a clean DMV driving record
 Possession of interpersonal skills
 Possession of effective communication skills
 Ability to work on a team
 Ability to interview others for information
 Knowledge of safety procedures, rules, regulations, and laws
 Ability to prepare written reports on police incidents
 Ability to read and comprehend information quickly
 Ability to pass a written exam and background check
 Possession of observational skills
 Knowledge of use and care of firearms

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | X |
| Moderately Difficult | X | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Police Patrol Officers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Word of Mouth

Others Include: Police Academics, Job Fairs, Job Line

Turnover: Moderate, 10.7% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 85% male, 15% female

Where The Jobs Are:

Federal Government

Local Government

Employers' Employment Outlook: 15 employers responded, providing data representing 1,690 employees for this occupation.

8 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 790
Separations to 2006: 770
*Total Openings: 1,560

New Job Growth Rate: 21.0%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Sergeant, Captain, Corporal, Lieutenant, Chief, Senior Police Officer, Commander, Police Liaison, Canine Officer

Unionization/Collective Bargaining: Yes, 100% of employers and 100% of employees were unionized.

Alternate Job Titles: Police Sergeants, Public Safety Officers, Community Service Officers, Harbor Police Officers, Campus Police Officers, School Resource Officers

Related Codes: DOT - 375.363-014, 375.367-010

O*NET - 33-3051.01

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PUBLIC RELATIONS MANAGERS

165167998

Public Relations Managers plan, organize, and direct public relations activities to create and maintain a favorable public image of an organization through development and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view. Prepare and distribute fact sheets, news releases, photographs, scripts, motion picture, or tape recordings to media representatives and other persons interested in learning about or publicizing employer's activities or message. Purchase advertising space and time, conduct public-contract programs, and promotes goodwill through such publicity efforts as speeches, exhibits, films, tours and question/answer sessions. May represent employer at public, social, and business gatherings. May direct activities of subordinates.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$9.59 - 14.38 | \$11.99 |
| New Hires, With Experience: | \$11.51 - 23.97 | \$15.13 |
| After Three Years With the Firm: | \$14.38 - 28.77 | \$21.02 |

Average Weekly Hours: Most (98%) Public Relations Managers work full-time, 43 hours per week.

Shifts: All (100%) employers report day shifts. A few (6%) report unique work shifts required for special events.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 39% | 50% | 11% |
| Dental Insurance: | 39% | 33% | 28% |
| Vision Insurance: | 39% | 17% | 44% |
| Life Insurance: | 22% | 11% | 61% |
| Paid Sick Leave: | 94% | 0% | 6% |
| Paid Vacation: | 94% | 0% | 6% |
| Retirement Plan: | 39% | 17% | 44% |
| Child Care: | 0% | 0% | 94% |
| Other Employers Specified: Flexible Spending Account, Bonus, 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (94%) firms require a bachelor degree. A few (6%) require an associate degree.

Training: Almost all (93%) do not accept training as a substitute for work experience. Some (28%) require 6-12 months of vocational or technical training in communications or marketing. In addition, internships and in-house training are offered. Applicants with word processing, spreadsheet, and data base software skills are preferred. Employers reported using the following software applications: Microsoft Office (Word, Excel, Access), Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, Corel Draw, and Quark Express.

Education / Training Providers: See Appendix A, page 268

Experience: Almost all (83%) firms require 3-5 years experience as a Public Relations Manager. Some (36%) accept 2-5 years experience in journalism, marketing, and advertising.

Skills rated "very important":

Possession of effective communication skills
 Ability to meet deadlines and work under pressure
 Ability to work across teams
 Possession of customer service skills
 Ability to prioritize multiple projects
 Knowledge of correct grammar, spelling, and punctuation
 Ability to establish relationships with the media
 Possession of public speaking skills
 Possession of proofreading skills
 Ability to design public image strategies
 Possession of creative writing and journalism skills
 Ability to organize publicity events
 Ability to develop a public relations program
 Knowledge of advertising and marketing techniques
 Ability to conduct Internet research

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | X |
| Not Difficult | X | |
| Few Employers Hire | | |

Job Market for: **Public Relations Managers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Employee Referrals

Turnover: Moderate, 16.6% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 71% female, 29% male

Where The Jobs Are:

Cable, Radio, and Television Broadcasting

Local and Federal Governments

Hospitals

Personal Supply Services

Public Relations Services

Schools, Colleges, and Universities

Employers' Employment Outlook: 18 employers responded, providing data representing 95 employees for this occupation.

9 employers project employment to grow and 9 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Senior Account Executive, Marketing Director, Corporate Officer, Assistant Manager, Senior Account Executive, Senior Public Information Officer, Vice President

Unionization/Collective Bargaining: Yes, 6% of employers and 11% of employees were unionized.

Alternate Job Titles: Account Executives, Director of Client Services, Account Managers, Media Specialists, Associate Public Relations Director, Public Information Officers, Marketing Coordinators, Account Coordinators, Marketing and Communications Directors

Emerging Occupations: On-Line Researcher, Internet Researcher

Related Codes: DOT 165.167-014, 188.117-106

O*NET - 11-2031.00, 27-3031.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PURCHASING AGENTS, EXCEPT WHOLESALE, RETAIL AND FARM PRODUCTS

OES 213080

Purchasing Agents, except Wholesale, Retail and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Please include contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$14.38 - 26.70 | \$18.00 |
| After Three Years With the Firm: | \$9.50 - 31.96 | \$21.58 |

Average Weekly Hours: Almost all (92%) Purchasing Agents, work full-time, 41 hours per week. A few (7%) work a temporary or on-call basis, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | E'er Pays All | Shared Cost | Not Provided |
|--|---------------|-------------|--------------|
| Medical Insurance: | 53% | 40% | 0% |
| Dental Insurance: | 53% | 40% | 0% |
| Vision Insurance: | 53% | 33% | 7% |
| Life Insurance: | 67% | 27% | 0% |
| Paid Sick Leave: | 80% | 0% | 13% |
| Paid Vacation: | 87% | 0% | 7% |
| Retirement Plan: | 27% | 53% | 7% |
| Child Care: | 7% | 7% | 80% |
| Other Employers Specified: 401-K Plan, Performance Bonus, Educational Bonus, Flexible Spending Account | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a bachelor degree. Some (33%) require an associate degree and few (13%) require a high school diploma or equivalent.

Training: Almost all (87%) firms do not accept training as a substitute for work experience. Almost all (80%) do not require technical or vocational training. Applicants with word processing, spreadsheet, and database skills are preferred. Employers reported using the following software applications: PowerPoint, PageMaker, Oracle, Adobe Photoshop, purchasing, project management, and document control software.

Education / Training Providers: See Appendix A, page 269

Experience: Almost all (93%) firms require six months to two years experience as a Purchasing Agent. Some (27%) accept six months to two years experience in finance, electronics, and materials accounting management.

Skills rated "very important":

Ability to perform accurate work
 Ability to work independently
 Possession of negotiation skills
 Knowledge of vendors and suppliers
 Ability to meet deadlines and work under pressure
 Possession of problem-solving skills
 Possession of effective communication skills
 Knowledge of company products or services
 Ability to keep electronic records
 Ability to evaluate, analyze, and interpret data
 Ability to purchase products via the Internet
 Ability to manage inventory and supplies
 Knowledge of product requisition
 Knowledge of accounting and accounts payable/receivable procedures

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | Insufficient |
| Not Difficult | X | Data |
| Few Employers Hire | | |

Job Market for: **Purchasing Agents**,
Experienced Applicants: **Very competitive job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:
Internet, Newspaper Advertisements, Employee Referrals

Turnover: Moderate, 12.6% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates
64% female, 36% male

Where The Jobs Are:
Business Services
Hospitals
Local and Federal Governments
Manufacturing Firms
Retail and Wholesale Trade
Schools, Colleges, and Universities

Employers' Employment Outlook: 15 employers responded, providing data representing 75 employees for this occupation.

13 employers project employment to remain stable and 2 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 410
Separations to 2006: 530
*Total Openings: 940

New Job Growth Rate: 15.0%* Projected growth much slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Buyer, Materials Manager, Senior Procurement Specialist, Director of Materials Management, Principle Buyer

Unionization/Collective Bargaining: Yes, 13% of employers and 21% of employees were unionized.

Alternate Job Titles: Associate Procurement Specialists, Buyers, Procurement Specialists

Related Codes: DOT - 162.157-038
O*NET - 13-1023.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PURCHASING MANAGERS

OES 130080

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. These include wholesale or retail trade merchandising managers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$12.00 - 24.53 | \$19.66 |
| After Three Years With the Firm: | \$15.34 - 39.76 | \$26.41 |

Average Weekly Hours: All (100%) Purchasing Managers work full-time, 44 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|--------------------------|--------------------|---------------------|
| Medical Insurance: | 31% | 69% | 0% |
| Dental Insurance: | 19% | 69% | 13% |
| Vision Insurance: | 13% | 56% | 31% |
| Life Insurance: | 63% | 25% | 13% |
| Paid Sick Leave: | 88% | 0% | 13% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 88% | 6% | 6% |
| Child Care: | 13% | 6% | 81% |
| Other Employers Specified: 401-K Plan, Long-Term Disability, Education Assistance | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (50%) firms require a bachelor degree. Some (31%) require a high school diploma or equivalent and a few (19%) require an associate degree.

Training: A few (13%) firms accept 1-2 years training as a substitute for work experience. Some (38%) require 1-3 years vocational training in computers or merchandising. Applicants with word processing, spreadsheet, database, and purchasing system software skills are preferred. Employers reported using the following software applications: Access, Datavorks, Excel, Forecast 21, MRP, MS Word, MS Project, Oracle, and Reflections.

Education / Training Providers: See Appendix A, page 270

Experience: Almost all (94%) firms require 3-5 years work experience as a Purchasing Manager. Some (33%) accept 3-5 years experience in production control, accounting, production management, planning, or manufacturing management.

Skills rated "very important":

- Ability to prepare and issue purchasing orders
- Ability to coordinate with other departments
- Ability to work under pressure
- Possession of negotiation skills
- Knowledge of purchasing and procurement procedures
- Ability to work independently
- Possession of oral communication skills
- Ability to use a computer
- Knowledge of vendors and suppliers
- Ability to plan and organize the work of others
- Possession of customer service skills
- Ability to keep records
- Knowledge of business math
- Knowledge of computerized inventory methods

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Purchasing Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, In-House Promotion or Transfer

Others Include: Job Fairs, CALWorks, Job Line, Career Center, Former Military

Turnover: Moderately low, 9% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 63% male, 37% female

Where The Jobs Are:

Construction Firms

Local, State, and Federal Governments

Grocery Stores

Hospitals

Hotels

Manufacturing Companies

Retail Trade and Wholesale Trade

Schools and Colleges

Ship Construction and Repair

Sporting Goods Manufacturing

Employers' Employment Outlook: 16 employers responded, providing data representing 57 employees for this occupation.

3 employers project employment to grow and 13 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 240
Separations to 2006: 270
*Total Openings: 510

New Job Growth Rate: 15.1%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Director of Purchasing, Operations Manager, Associate Director, Materials Manager, Senior Purchasing Manager, Department Director, Associate Director, Vice President of Contracts, Purchasing General Manager, Director of Operations, Division President, Assistant Controller

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Purchasing Supervisors, Purchasing Agents

Related Codes: DOT - 162.157-022, 162-167-038
O*NET - 11-3061.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

QUALITY ASSURANCE TECHNICIANS

169167994

Quality Assurance Technicians are responsible for developing, preparing installation, and revising test validation procedures / protocols to ensure product is manufactured in accordance with appropriate regulatory agency validation requirements, internal company standards, and current industry practices. Compile and analyze validation data, prepare reports, and make recommendations for changes and/or improvements. May also investigate and troubleshoot problems, which occur and determine solutions. Maintain validation documentation and files.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$10.00 - 14.00 | \$11.99 |
| New Hires, With Experience: | \$7.50 - 19.18 | \$15.29 |
| After Three Years With the Firm: | \$9.00 - 28.77 | \$20.00 |

Average Weekly Hours: Most (74%) Quality Assurance Technicians work full-time, 41 hours per week. Some (26%) work on a temporary or on-call basis, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---------------------------------------|----------------------|--------------------|---------------------|
| Medical Insurance: | 100% | 0% | 0% |
| Dental Insurance: | 88% | 0% | 13% |
| Vision Insurance: | 56% | 0% | 44% |
| Life Insurance: | 69% | 0% | 31% |
| Paid Sick Leave: | 81% | 0% | 19% |
| Paid Vacation: | 88% | 0% | 13% |
| Retirement Plan: | 6% | 69% | 25% |
| Child Care: | 0% | 6% | 94% |
| Other Employers Specified: 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require a high school diploma or equivalent. Some (25%) require a bachelor degree and a few (13%) require an associate degree.

Training: Some (25%) firms accept one year of training as a substitute for experience. Many (44%) require one year vocational training in bio-engineering, computer programming, or medical device manufacturing.

Education / Training Providers: See Appendix A, page 270

Experience: Many firms either require (56%) or prefer (44%) 1-2 years work experience as a Quality Assurance Technician. Some (36%) accept 1-3 years experience in computer and software manufacturing, electronics and circuit board assembly, medical device manufacturing, pharmaceutical and drug manufacturing with an emphasis on ISO 6000 standards.

Skills rated "very important":

Knowledge of record keeping and documentation skills
Ability to do accurate work
Ability to read and follow instructions
Ability to write legibly
Possession of oral communication skills
Ability to maintain quality control standards
Ability to work on a team
Ability to analyze data
Ability to work independently
Possession of troubleshooting skills
Knowledge of regulatory product compliance
Ability to solve problems
Ability to make recommendations for improvements

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Quality Assurance Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, Internet

Turnover: Moderate, 17% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 61% male, 39% female

Where The Jobs Are:

Electronics and Circuit Board Assembly
Medical Device Manufacturing
Pharmaceutical and Drug Manufacturing
Software Developers

Employers' Employment Outlook: 16 employers responded, providing data representing 132 employees for this occupation.

15 employers project employment to grow and 1 expects it to remain stable over the next two years

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Quality Assurance Supervisor, Quality Assurance Manager, Quality Assurance Director, Test Engineer

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Quality Assurance Inspectors, Quality Assurance Testers, Software Testers, Test Technicians, Inspectors, Quality Assurance Programmers, Quality Analysts, Quality Assurance Specialists, Calibration Technicians, Quality Assurance Associates

Related Codes: DOT - 033.262-010, 168.287-014

O*NET - Not Available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

RADIOLOGIC TECHNOLOGISTS

OES 329190

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$12.27 - 17.00 | \$15.50 |
| New Hires, With Experience: | \$13.00 - 22.00 | \$18.00 |
| After Three Years With the Firm: | \$17.26 - 28.00 | \$24.00 |

Average Weekly Hours: Almost all (81%) Radiologic Technologists work full-time, 43 hours per week. A few (19%) work part-time, 33 hours per week.

Shifts: All (100%) employers report day shifts, some (33%) have swing shifts, and a few (13%) have graveyard.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--------------------|--------------------------|---------------------|
| | <u>Employer Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 80% | 0% |
| Dental Insurance: | 73% | 7% |
| Vision Insurance: | 67% | 13% |
| Life Insurance: | 67% | 13% |
| Paid Sick Leave: | 80% | 0% |
| Paid Vacation: | 80% | 0% |
| Retirement Plan: | 67% | 13% |
| Child Care: | 0% | 80% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) require a high school diploma or equivalent. Some (27%) require an associate degree.

Training: Some (29%) firms accept 2-3 years training as a substitute for work experience. All (100%) require 2-3 years technical or vocational training in Radiologic Technology and possession of a X-Ray Certificate or Radiation License.

Education / Training Providers: See Appendix A, page 271

Experience: Most (60%) firms require 1-2 years work experience as Radiologic Technologist. A few (14%) employers accept 2-3 years experience as a medical assistant or working with radiation.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to operate radiologic equipment
- Ability to operate medical X-ray equipment
- Ability to use clinical radiation safety procedures
- Ability to work under pressure
- Knowledge of anatomy and physiology
- Ability to apply patient care procedures
- Ability to work independently
- Knowledge of medical terminology
- Ability to apply sanitation practices
- Ability to maintain medical diagnostic equipment
- Ability to read and understand operating manuals
- Ability to operate magnetic resonance imager
- Ability to operate ultrasound equipment
- Ability to administer radioactive isotopes
- Ability to administer CT scans
- Possession of computer skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Radiologic Technologists**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Turnover: Moderate, 11.3% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 72% female, 28% male

Where The Jobs Are:

Hospitals

Offices and Clinics of Medical Doctors

Radiology Consultants

Employers' Employment Outlook: 15 employers responded, providing data representing 143 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 90
Separations to 2006: 100
*Total Openings: 190

New Job Growth Rate: 8.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Radiology Supervisor, Lead Technician, Department Manager, MRI Specialist, Chief Technician, CAT Scan Operator, X-Ray Technician

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 078.362-026

O*NET - 29-2034.00, 29-2034.01, 29-2034.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

RECEPTIONISTS AND INFORMATION CLERKS

OES 553050

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.00 - 8.00 | \$7.00 |
| New Hires, With Experience: | \$7.00 - 11.51 | \$9.00 |
| After Three Years With the Firm: | \$9.00 - 13.50 | \$12.00 |

Average Weekly Hours: Almost (88%) Receptionists and Information Clerks work full-time, 40 hours per week. A few (11%) work part-time, 21 hours per week,

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>E'ee Pays All</u> |
|---|----------------------|--------------------|----------------------|
| Medical Insurance: | 47% | 27% | 13% |
| Dental Insurance: | 33% | 20% | 20% |
| Vision Insurance: | 27% | 7% | 20% |
| Life Insurance: | 40% | 13% | 20% |
| Paid Sick Leave: | 80% | 0% | 0% |
| Paid Vacation: | 80% | 0% | 0% |
| Retirement Plan: | 60% | 13% | 7% |
| Child Care: | 0% | 0% | 0% |
| Other Employers Specified: 401-K Plan, 403-B Plan, Profit Sharing, Paid Holidays, Flexible Spending Account | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Many (45%) firms accept six months of training as a substitute for work experience. Almost all (87%) do not require vocational training. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 271

Experience: Most (67%) firms require one year work experience as a Receptionist. Almost all (91%) accept one year experience as a Administrative Assistant, Customer Service Representative, Retail Sales Clerk, General Office Clerk, Telephone Operator, or in public contact positions.

Skills rated "very important":

- Ability to work independently
- Possession of telephone answering skills
- Possession of oral communication skills
- Possession of good nature, friendly, and positive attitude
- Ability to read and follow instructions
- Ability to handle crisis situations
- Possession of customer service skills
- Ability to work under pressure
- Ability to look professional
- Ability to write effectively
- Ability to sit for long periods of time
- Ability to use a multi-line command system
- Ability to perform other clerical functions
- Knowledge of company products or services

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | X |
| Moderately Difficult | X | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Receptionists and Information Clerks**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Turnover: Moderate, 14% in the past 12 months.

Size of 2002 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 81% female, 19% male

Where The Jobs Are:

Accounting, Banks, Mortgage, and Insurance Companies
Advertising Firms
Beauty Shops
Doctor and Dental Offices
Local, State, and Federal Governments
Hospitals and Clinics
Legal Services
Religious and Civic Organizations
Schools and Colleges
Temporary Employment Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 64 employees for this occupation.

4 employers project employment to grow and 11 expect it to remain stable over the next two years

OES Growth Projections: New jobs through 2006: 2,690
Separations to 2006: 2,080
 *Total Openings: 4,770

New Job Growth Rate: 19.1%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Bookkeeper, Accounting Clerk, Purchasing Agent, Legal Secretary, Administrative Assistant, Secretary, Marketing Assistant, Information Systems Assistant, Payroll Clerk, Staffing Coordinator, Schedule Manager, Human Resources Assistant, Office Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 237.367-038, 237.367-022
 O*NET - 43-4171.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

RECREATION WORKERS

OES 273110

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$5.75 - 8.50 | \$6.79 |
| New Hires, With Experience: | \$5.75 - 12.38 | \$8.50 |
| After Three Years With the Firm: | \$7.00 - 17.68 | \$10.50 |

*Combined union and non-union wages

Average Weekly Hours: Many (46%) Recreation Workers work part-time, 22 hours per week. Some (38%) work on a seasonal basis, 19 hours per week and a few (14%) work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts. Some (24%) also have evening and weekend shifts.

Fringe Benefits, Who Pays*

| | Full-Time E'er Pays All | Part-Time E'er Pays All |
|--|----------------------------|----------------------------|
| Medical Insurance: | 50% | 0% |
| Dental Insurance: | 44% | 0% |
| Vision Insurance: | 38% | 0% |
| Life Insurance: | 31% | 0% |
| Paid Sick Leave: | 63% | 6% |
| Paid Vacation: | 63% | 6% |
| Retirement Plan: | 63% | 0% |
| Child Care: | 6% | 6% |
| Other Employers Specified: 401-K Plan, Tuition Reimbursement, Paid Holidays | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (71%) firms require a high school diploma or equivalent. Some (24%) hire those with less than a high school education and a few (6%) require an associate degree

Training: Most (60%) firms accept 3-6 months training as a substitute for work experience. Some (29%) require 3-6 months vocational training. Employers look for applicants with recreational or lifeguard training and may require a Red Cross First Aid Card or CPR Certification. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 271

Experience: Some (29%) firms require 1-2 years work experience as a Recreation Worker. Most (70%) accept one year experience in child care, public education, recreational assistance, or public contact occupations.

Skills rated "very important":

Ability to work well with children
Possession of a clean police record
Possession of interpersonal skills
Ability to administer emergency first aid
Ability to exercise patience
Possession of oral communication skills
Ability to work independently
Ability to plan and organize the work of others
Possession of an outgoing personality
Ability to apply principles of recreation
Possession of leadership and organizational skills
Knowledge of multi cultural familiarity
Possession of a CPR certification
Ability to apply teaching techniques
Knowledge of handicapped programs

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Recreation Workers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Others Include: Postings at Recreational Centers, Job Hot Line

Turnover: Very low, 3% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 55% female, 45% male

Where The Jobs Are:

Civic and Social Organizations

Local Government

Employers' Employment Outlook: 17 employers responded, providing data representing 844 employees for this occupation.

9 employers project employment to grow and 8 expect it to remain stable over the next two years

OES Growth Projections: New jobs through 2006: 350
Separations to 2006: 510
*Total Openings: 860

New Job Growth Rate: 13.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead Recreational Worker, Camp Director, Park Director, Program Director, Recreational Leader, Recreation Manager, Program Specialist, Recreational Supervisor, Recreational Coordinator

Unionization/Collective Bargaining: Yes. 18% of employers and 25% of employees were unionized.

Alternate Job Titles: Recreational Specialists, Tutors

Related Codes: DOT - 195.367-030, 195.227-014
O*NET - 39-3091.00, 39-9032.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

REGISTERED NURSES

OES 325020

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$16.00 - 22.00 | \$18.50 |
| New Hires, With Experience: | \$17.50 - 24.00 | \$20.00 |
| After Three Years With the Firm: | \$20.00 - 26.00 | \$22.00 |

Average Weekly Hours: Most (69%) Registered Nurses work full-time, 40 hours per week. Some (30%) work part-time, 21 hours per week.

Shifts: Almost all (93%) employers report day shifts; most (67%) have swing, and many (53%) have graveyard shifts.

Fringe Benefits, Who Pays*

Employer Pays All

| | <u>Full-Time</u> | <u>Part-Time</u> |
|---------------------------------------|------------------|------------------|
| Medical Insurance: | 93% | 27% |
| Dental Insurance: | 93% | 27% |
| Vision Insurance: | 93% | 20% |
| Life Insurance: | 47% | 0% |
| Paid Sick Leave: | 47% | 7% |
| Paid Vacation: | 60% | 13% |
| Retirement Plan: | 53% | 7% |
| Child Care: | 0% | 0% |
| Other Employers Specified: 401-K Plan | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require an associate degree.

Training: Most (67%) firms require two years vocational training and possess either a Registered Nurse License, Registered Nursing Degree, or Certificate. Registered Nurses must also possess a license issued by the California Board of Registered Nurses. Employers prefer applicants who can use a laptop computer, have word processing, and spreadsheet software skills.

Education / Training Providers: See Appendix A, page 272

Experience: Many (47%) firms require 1-2 years work experience as a Registered Nurse. Almost all (90%) do not accept experience in other occupations.

Skills rated "very important":

Ability to follow medical safety procedures
 Ability to read and follow instructions
 Ability to conduct patient assessments
 Ability to apply patient care procedures
 Ability to chart medical data and prepare patient reports
 Ability to work under pressure
 Ability to perform routine medical tests
 Knowledge of the composition and properties of drugs
 Ability to apply sanitation practices
 Ability to administer injections, medications, and treatments
 Ability to work independently
 Ability to take vital signs
 Ability to prepare patients for exams and treatments
 Ability to understand and use medical terminology
 Knowledge of anatomy
 Ability to collect blood samples
 Ability to lift/transport patients

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Registered Nurses**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Others Include: Word of Mouth, Job Fairs

Turnover: Very low, 4.4% in the past 12 months.

Size of 2002 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 84% female, 16% male

Where The Jobs Are:

Hospitals

Local Governments

Nursing and Personal Care Facilities

Offices and Clinics of Medical Doctors

Temporary Placement Services

Schools and Colleges

Employers' Employment Outlook: 15 employers responded, providing data representing 1,004 employees for this occupation.

9 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 1,870
Separations to 2006: 1,710
*Total Openings: 3,580

New Job Growth Rate: 13.2%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Staff Nurse Coordinator, Care Coordinator, Shift Supervisor, Center Manager, Center Director, Clinical Coordinator, Head Nurse, Director of Nursing

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 075.264-014, 075.374-014, 075.374-018, 354.374-010
O*NET - 29-1111.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SALES AGENTS, ADVERTISING

OES 430230

Sales Agents, Advertising sell or solicit advertising, selling things such as graphic art, advertising space in publications, custom-made signs, or TV and radio advertising time. They may obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$10.00 - 21.58 | \$14.38 |
| After Three Years With the Firm: | \$11.51 - 28.77 | \$20.14 |

* Includes commissions.

Average Weekly Hours: Almost all (98%) Sales Agents, Advertising work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--------------------|--------------------------|---------------------|
| | <u>Employer Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 84% | 11% |
| Dental Insurance: | 79% | 16% |
| Vision Insurance: | 63% | 32% |
| Life Insurance: | 42% | 53% |
| Paid Sick Leave: | 95% | 5% |
| Paid Vacation: | 95% | 5% |
| Retirement Plan: | 74% | 21% |
| Child Care: | 5% | 89% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (79%) firms require a bachelor degree and some (21%) hire those with a high school diploma or equivalent.

Training: Some (33%) firms accept 6-12 months training as a substitute for work experience. Most (74%) do not require vocational training. Applicants with word processing, spreadsheet, and desktop publishing experience are preferred. Employers reported using the following software applications: PowerPoint, PageMaker, MS Publisher, Illustrator, and Adobe Photoshop.

Education / Training Providers: See Appendix A, page 273

Experience: Almost all (84%) firms require 1-2 years of experience as a Advertising Sales Agent. A few (17%) accept six months to one year experience in other sales related positions

Skills rated "very important":

Possession of customer service skills
 Possession of verbal presentation skills
 Ability to work under pressure
 Ability to work independently
 Ability to use correct grammar, punctuation, and spelling
 Apply telephone communication as sales tool
 Ability to demonstrate goods and services
 Possession of a valid driver's license
 Ability to conduct sales presentations
 Ability to develop advertising strategy
 Ability to use written communication in sales work
 Ability to monitor consumer and marketing trends
 Ability to design advertising layouts
 Ability to develop pricing strategy
 Ability to apply telemarketing techniques

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Sales Agents, Advertising**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Internet, Newspaper Advertisements

Turnover: Moderate, 13.8% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 51% female, 49% male

Where The Jobs Are:

Advertising Agencies

Cable Services

Magazines and Periodicals

Newspapers

Radio and Television Broadcasting

Employers' Employment Outlook: 19 employers responded, providing data representing 170 employees for this occupation.

7 employers project employment to remain stable and 12 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 410
Separations to 2006: 280
*Total Openings: 690

New Job Growth Rate: 33.1%* Projected growth much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Regional Sales Manager, National Account Executive, Executive Sales Agent, Operational Manager Account Coordinator, Marketing Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Marketing Consultants, Account Managers, Account Executives

Related Codes: DOT - 254.357-014

O*NET - 41-3011.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES (EXCEPT RETAIL)

OES 490050

Sales Representatives, Scientific and Related Products and Services (except Retail), sell products or services requiring scientific or similar knowledge for wholesalers or manufacturers. This knowledge is in areas such as biology engineering, chemistry, and electronics, and is normally obtained from 2 or 3 years of post secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals, and precision instruments. This does not include Sales Representatives in retail sales, or those who must have a technical background equivalent to a bachelor's degree in engineering.

WAGES AND BENEFITS

Hourly Wages

| | Range | Median |
|--|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$7.19 - 21.58 | \$15.00 |
| After Three Years With the Firm: | \$9.59 - 33.56 | \$18.84 |
| Commissions were paid by a few employers - Range: \$3.45 - 19.18 | | |

Average Weekly Hours: Almost all (98%) Sales Representatives worked full-time, 41 hours per week. Few (2%) work part-time, 20 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | E'er Pays All | Shared Cost | Not Provided |
|--|---------------|-------------|--------------|
| Medical Insurance: | 81% | 13% | 6% |
| Dental Insurance: | 81% | 13% | 6% |
| Vision Insurance: | 63% | 6% | 31% |
| Life Insurance: | 81% | 6% | 13% |
| Paid Sick Leave: | 81% | 0% | 19% |
| Paid Vacation: | 94% | 0% | 6% |
| Retirement Plan: | 31% | 44% | 6% |
| Child Care: | 0% | 6% | 94% |
| Other Employers Specified: 401-K Plan, Paid Holidays, Educational Assistance | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (69%) firms require a bachelor degree. Some (31%) require a high school diploma or equivalent.

Training: Almost all (94%) firms do not accept training as a substitute for work experience. All (100%) do not require vocational training. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 273

Experience: Almost all (94%) firms require 2-4 years work experience as a Sales Representative.

Skills rated "very important":

Ability to demonstrate knowledge of specific products
Ability to apply sales techniques
Ability to work independently
Possession of oral communications skills
Possession of customer service skills
Ability to resolve customer complaints
Ability to use a computer
Ability to read and follow instructions
Possession of negotiation skills
Possession of verbal presentation skills
Possession of interpersonal skills
Ability to prepare and arrange sales contracts
Ability to write legibly
Possession of a reliable vehicle
Ability to maintain records

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Sales Representatives, Scientific**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Others Include: Networking

Turnover: Moderate, 13% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 69% male, 31% female

Where The Jobs Are:

Business Research Services

Communications Equipment

Computers and Data Processing

Durable Goods Manufacturing

Electrical Goods, Components, and Equipment

Engineering and Architectural Services

Machinery, Equipment, and Supplies

Pharmaceutical Manufacturing

Employers' Employment Outlook: 16 employers responded, providing data representing 104 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 750
Separations to 2006: 730
*Total Openings: 1,480

New Job Growth Rate: 19.2%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Branch Sales Manager, Sales Supervisor, Regional Sales Manager, Project Manager, District Sales Manager, Area Sales Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Account Executives, Account Consultants, Corporate Account Managers, Application Sales Engineers, Technical Sales Representatives

Related Codes: DOT - 262.357-010, 271.257-010, 271.257-014, 273.357-010, 274.357-018, 275.257-010, 276.257-010, 276.357-014

O*NET - 41-4011.00, 41-4011.03, 41-4011.05, 41-4011.06

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OES 490112

Retail Salespersons (except vehicle sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. This does not include workers who work primarily as Cashiers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|---|----------------|--------|
| New Hires, No Experience: | \$5.75 - 7.00 | \$6.50 |
| New Hires, With Experience: | \$6.35 - 8.50 | \$7.50 |
| After Three Years With the Firm: | \$7.00 - 11.00 | \$9.00 |
| Commissions paid by a few employers - Range: \$0.75 - 3.00 per hour | | |

Average Weekly Hours: Most (61%) Retail Salespersons work part-time, 25 hours per week. Some (39%) work full-time, 38 hours per week.

Shifts: All (100%) employers report day and swing shifts.

Fringe Benefits, Who Pays*

| | Full-Time E'er Pays All | Part-Time E'er Pays All |
|---------------------------------------|----------------------------|----------------------------|
| Medical Insurance: | 75% | 31% |
| Dental Insurance: | 69% | 31% |
| Vision Insurance: | 50% | 25% |
| Life Insurance: | 63% | 31% |
| Paid Sick Leave: | 56% | 31% |
| Paid Vacation: | 75% | 38% |
| Retirement Plan: | 6% | 0% |
| Child Care: | 6% | 6% |
| Other Employers Specified: 401-K Plan | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms hire those with less than a high school diploma (56%) or require a high school diploma or equivalent (44%).

Training: No firms reported accepting training as a substitute for work experience or requiring vocational training.

Education / Training Providers: See Appendix A, page 274

Experience: Most (75%) firms do not require, but prefer 3-6 months work experience as a Retail Salesperson. Some (36%) accept 3-6 months experience as a Customer Service Representative.

Skills rated "very important":

Willingness to work weekends, evenings, holidays, and overtime
Possession of customer service skills
Ability to handle cash
Possession of oral communication skills
Possession of public contact and interpersonal skills
Ability to work independently
Ability to dress professionally
Ability to read and follow instructions
Ability to operate a cash register
Ability to apply sales techniques

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Retail Salespersons**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Employee Referrals, In-House Promotion or Transfer

Others Include: Help Wanted Signs, High School and College Campus Recruiting, Job Fairs

Turnover: Moderately high, 22% in the past 12 months.

Size of 2002 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 59% female, 41% male

Where The Jobs Are:

Appliance Stores
Auto Parts Suppliers
Clothing Stores
Department Stores
Family and Specialty Stores

Employers' Employment Outlook: 16 employers responded, providing data representing 2,020 employees for this occupation.

11 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 7,460
Separations to 2006: 10,090
*Total Openings: 17,550

New Job Growth Rate: 19.6%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Team Leader, Coordinator, Lead, Department Manager, Senior Sales Associate, Assistant Manager, Floor Manager, Store Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Sales Associates, Team Members, Checkout Operators, Merchandisers, Commission Associates

Related Codes: DOT - 261.357-066, 270.357-034, 270.357-058, 277.357-034, 277.357-058, 279.357-054

O*NET - 41-2031.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SECRETARIES – EXCEPT LEGAL AND MEDICAL

OES 551080

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.00 - 9.00 | \$8.50 |
| Union: | \$12.51 - 15.99 | \$14.25 |
| New Hires, With Experience: | \$8.00 - 13.50 | \$10.00 |
| Union: | \$7.19 - 16.58 | \$13.23 |
| After Three Years With the Firm: | \$11.00 - 17.05 | \$13.00 |
| Union: | \$8.12 - 16.71 | \$14.54 |

Average Weekly Hours: Almost all (87%) Secretaries work full-time, 40 hours per week. A few (13%) work part-time, 27 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--|----------------------|---------------------|
| | <u>E'or Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 94% | 6% |
| Dental Insurance: | 94% | 6% |
| Vision Insurance: | 50% | 50% |
| Life Insurance: | 38% | 63% |
| Paid Sick Leave: | 69% | 31% |
| Paid Vacation: | 69% | 31% |
| Retirement Plan: | 56% | 44% |
| Child Care: | 0% | 100% |
| Other Employers Specified: Tuition Reimbursement | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (75%) firms require a high school diploma or equivalent. A few (6%) require a bachelor degree and (19%) hire those with less than a high school diploma or equivalent.

Training: Some (33%) firms accept six months training as a substitute for work experience. All (100%) did not require technical or vocational training. Applicants with word processing and spreadsheet software skills are preferred. Employers reported using the following software applications: Microsoft Word, Excel, PowerPoint, and Outlook.

Education / Training Providers: See Appendix A, page 275

Experience: Most (69%) firms require 1-2 years experience as a Secretary. Some (21%) accept 1-2 years experience as a Receptionist or Customer Service Representative.

Skills rated "very important":

Knowledge of proper telephone etiquette
 Possession of interpersonal skills
 Ability to use word processing software
 Ability to file both alphabetically and numerically
 Ability to work independently
 Ability to work on a team
 Ability to meet deadlines and work under pressure
 Possession of accurate record keeping skills
 Knowledge of correct grammar, punctuation, and spelling
 Knowledge of business writing procedures
 Ability to maintain an appointment calendar
 Ability to type 60 words per minute
 Knowledge of basic accounting
 Ability to be multi-task oriented

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | |
| Not Difficult | X | X |
| Few Employers Hire | | |

Job Market for: **Secretaries - Except Legal and Medical**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Others Include: Walk-In Applicants, Word of Mouth

Turnover: Moderately low, 6.3% in the past 12 months.

Size of 2002 Employment: Very Large - More than 7,199

Gender Representation: Local employer response indicates 98% female, 2% male

Where The Jobs Are:

Accounting Firms
Banks and Insurance Firms
Local, State, and Federal Governments
Hospitals
Hotels
Insurance Companies
Manufacturing and Research Firms
Schools, Colleges, and Universities
Temporary Placement Services

Employers' Employment Outlook: 16 employers responded, providing data representing 122 employees for this occupation.

9 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 1,760
Separations to 2006: 2,600
*Total Openings: 4,360

New Job Growth Rate: 7.9%* Projected growth is much slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Secretary II, III, Staffing Manager, Office Manager, Secretary to Dean, Accounting Administrator, Executive Assistant, Human Resources Personnel Clerk, Human Resources Recruiter, Client Support Specialist

Unionization/Collective Bargaining: Yes, 31% of employers and 44% of employees were unionized.

Alternate Job Titles: School Secretaries, Administrative Assistants, Office Assistants

Related Codes: DOT - 201.362-030

O*NET - 43-6014.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SOFTWARE ENGINEERS

030062999

Software Engineers research, design, and develop computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. They consult with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system. They formulate and design software systems to predict and measure outcome and consequences of design. They develop and direct software system testing procedures, programming, and documentation.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$11.00 - 19.18 | \$15.77 |
| New Hires, With Experience: | \$14.00 - 31.16 | \$20.89 |
| After Three Years With the Firm: | \$19.18 - 38.36 | \$29.83 |

Average Weekly Hours: Almost all (93%) Software Engineers full-time, 44 hours per week. A few (6%) work part-time, 28 hours per week.

Shifts: All (100%) employers report day shifts and a few (6%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | E'er Pays All | Shared Cost | Not Provided |
|--|---------------|-------------|--------------|
| Medical Insurance: | 88% | 6% | 6% |
| Dental Insurance: | 88% | 6% | 6% |
| Vision Insurance: | 75% | 6% | 19% |
| Life Insurance: | 75% | 0% | 25% |
| Paid Sick Leave: | 88% | 0% | 13% |
| Paid Vacation: | 88% | 0% | 13% |
| Retirement Plan: | 31% | 63% | 6% |
| Child Care: | 6% | 25% | 69% |
| Other Employers Specified: 401-K Plan, Signing Bonus | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require a bachelor degree. A few either require an associate degree (19%) or a high school diploma or equivalent (19%).

Training: Some (33%) firms accept 1-2 years training as a substitute for work experience. Many (56%) require 1-2 years vocational training in computer programming or a one year internship. Employers reported using the following computer programming applications: Assembler, Access, C, C++, Cold Fusion, HTML, Informix, Java, Oracle, SQL, and Visual Basic.

Education / Training Providers: See Appendix A, page 277

Experience: Most (63%) firms require 1-3 years work experience as a Software Engineer. Some (31%) employers accept two years experience as a Software Tester or have a background in computers.

Skills rated "very important":

Possession of computer programming skills
 Ability to meet deadlines
 Ability to work independently
 Possession of analytical skills
 Ability to pay attention to detail
 Possession of problem solving skills
 Ability to work on a team
 Ability to read and follow instructions
 Ability to work under pressure
 Knowledge of computer design

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Software Engineers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Turnover: Moderately high, 22% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 84% male, 16% female

Where The Jobs Are:

Computer Programming Services
Data Processing Services
Research Facilities
Software Development Companies
Temporary Employment Agencies

Employers' Employment Outlook: 16 employers responded, providing data representing 412 employees for this occupation.

13 employers project employment to grow and 3 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Senior Programmer, Project Leader, Project Developer, Senior Firmware Engineer, Senior Software Developer, Senior Solutions Developer, Project Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Programmers I, II, III, Firmware Engineers, Software Programmers, Programmer Analysts, Multimedia Developers, Solutions Developers, Application Programmers, Field Engineers, Software Developers

Related Codes: DOT - 030.062-010, 030.162-010, 030.162-014
O*NET - 15-1031.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

STOCK CLERKS - SALES FLOOR

OES 490210

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

WAGES AND BENEFITS

Hourly Wages

| | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$6.75 - 7.00 | \$6.75 |
| Union: | \$6.75 - 6.75 | \$6.75 |
| New Hires, With Experience: | \$6.75 - 9.50 | \$7.00 |
| Union: | \$6.75 - 9.40 | \$7.62 |
| After Three Years With the Firm: | \$7.75 - 15.00 | \$10.00 |
| Union: | \$12.00 - 15.00 | \$14.88 |

Average Weekly Hours: Most (74%) Stock Clerks - Sales Floor work part-time, 25 hours per week. Some (26%) work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts. A few (7%) have graveyard shifts.

Fringe Benefits, Who Pays*

| | Full-Time | | Part-Time | |
|--------------------|----------------------|---------------------|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 47% | 7% | 27% | 33% |
| Dental Insurance: | 47% | 7% | 20% | 40% |
| Vision Insurance: | 47% | 27% | 20% | 60% |
| Life Insurance: | 47% | 27% | 20% | 60% |
| Paid Sick Leave: | 67% | 0% | 27% | 60% |
| Paid Vacation: | 67% | 0% | 33% | 47% |
| Retirement Plan: | 20% | 20% | 13% | 47% |
| Child Care: | 0% | 80% | 0% | 87% |

Other Employers Specified: 401-K Plan, Store Discount, Bonus

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (67%) hire those with less than a high school education or equivalent. Some (33%) require a high school diploma or equivalent.

Training: Some (14%) firms accept six months training as a substitute for work experience. Some (27%) require technical or vocational training and in-house or in-store training is sometimes provided.

Education / Training Providers: See Appendix A, page 278

Experience: Some (27%) firms require 3-6 months experience as Stock Clerk - Sales Floor. Most (60%) accept three months experience in customer service or sales related occupations.

Skills rated "very important":

Ability to pack and unpack store goods
 Ability to stand for long periods of time
 Ability to bend, lift, and squat
 Possession of customer service skills
 Ability to stock shelves
 Ability to price merchandise
 Ability to work independently
 Ability to assemble advertising displays
 Ability to lift 50 pounds
 Knowledge of basic mathematics
 Knowledge of shipping and receiving procedures
 Knowledge of inventory control procedures
 Ability to work under pressure
 Ability to write legibly
 Ability to operate a cash register and handle cash
 Knowledge of price checking and use of bar-code-scanners

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Stock Clerk - Sales Floor**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Newspaper Advertisements, Employee Referrals

Turnover: High, 43.7% in the past 12 months.

Size of 2002 Employment: Very Large - More than 7,199

Gender Representation: Local employer response indicates 59% female, 41% male

Where The Jobs Are:

Department Stores

Drug Stores

Family Clothing Stores

Grocery Stores

Employers' Employment Outlook: 15 employers responded, providing data representing 309 employees for this occupation.

8 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 810
Separations to 2006: 1,380
*Total Openings: 2,190

New Job Growth Rate: 6.3%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead, Supervisor, Manager, Sales Representative, Assistant Manager, Customer Service Manager, Store Manager, Warehouse Manager, General Manager

Unionization/Collective Bargaining: Yes, 27% of employers and 22% of employees were unionized.

Alternate Job Titles: Courtesy Clerks, Stockers, Floor Staffers, Replenishment Staff, Team Member Sales Floor, Utility Clerks, Retail Clerks, Merchandising Associates

Related Codes: DOT - 299.367-014,
O*NET - 43-5081.01

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

STORAGE AND DISTRIBUTION MANAGERS

150230999

Storage and Distribution Managers plan, direct and coordinate the activities of workers, such as forklift operators, shipping clerks and material movers, engaged in storage and distribution of materials and products. Their duties include use of manual or electronic means to establish and maintain operational procedures for verification of incoming and outgoing shipments, handling and disposition of merchandise, and maintaining of warehouse inventories. They work with other department heads to coordinate activities with needs in production, sales and purchasing. They plan and oversee facilities and equipment maintenance and repair.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$11.51 - 14.79 | \$13.11 |
| New Hires, With Experience: | \$8.52 - 19.18 | \$14.62 |
| After Three Years With the Firm: | \$10.65 - 23.44 | \$18.00 |

Average Weekly Hours: Most (76%) Storage and Distribution Managers work full-time, 42 hours per week. Some (24%) work part-time, 33 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|----------------------|--------------------|---------------------|
| Medical Insurance: | 33% | 40% | 13% |
| Dental Insurance: | 33% | 40% | 13% |
| Vision Insurance: | 13% | 27% | 47% |
| Life Insurance: | 13% | 20% | 53% |
| Paid Sick Leave: | 73% | 7% | 7% |
| Paid Vacation: | 73% | 7% | 7% |
| Retirement Plan: | 13% | 53% | 20% |
| Child Care: | 0% | 0% | 87% |
| Other Employers Specified: 401-K Plan, Bonus | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (87%) firms require a high school diploma or equivalent. A few (13%) require a bachelor degree.

Training: Almost all (86%) firms do not accept training as a substitute for work experience. Many (40%) require 3-12 months technical or vocational training in business, management, or on-the-job training. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: No local education or training programs for this occupation.

Experience: Most (73%) firms require 2-5 years experience as Storage and Distribution Manager. Some (31%) accept one year of occupational experience in customer service, sales, or management.

Skills rated "very important":

Possession of customer service, organizational, and time management skills
 Ability to plan and direct work of others
 Ability to work independently
 Ability to manage and prioritize multiple priorities
 Ability to effectively communicate with other managers
 Ability to use a computer
 Ability to plan and supervise others
 Ability to prepare work orders and requisitions
 Knowledge of inventory control techniques
 Ability to enforce safety procedures
 Ability to work on a team
 Knowledge of company grievance procedures
 Ability to apply materials resource planning (MRP) techniques
 Ability to conduct employee evaluations
 Knowledge of budgets, bookkeeping, and collections
 Possession oral communication skills
 Ability to perform minor maintenance repairs

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Storage and Distribution Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, In-House Promotions or Transfer

Turnover: Very low, 5.2% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 90% male, 10% female

Where The Jobs Are:

Lumber Yards
Manufacturing Firms
Parts Distribution Firms
Self Storage Facilities
Warehousing and Storage Facilities

Employers' Employment Outlook: 15 employers responded, providing data representing 21 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Director, Regional Manager, District Manager

Unionization/Collective Bargaining: Yes, 7% of employers and 5% of employees were unionized.

Alternate Job Titles: Purchasing Managers, Operations Managers, Department Managers, General Managers, Logistics Manager, Relief Managers, Facility Managers

Related Codes: Not Available

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SURGICAL TECHNICIANS

OES 329280

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may also be known as Surgical Technologists. Does not include Surgical Assistants who perform tasks such as retracting tissue, suturing skin, and suctioning blood during surgery.

WAGES AND BENEFITS

Hourly Wages

| | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$10.00 - 20.00 | \$14.19 |
| After Three Years With the Firm: | \$16.00 - 30.00 | \$17.50 |

Average Weekly Hours: Most (64%) Surgical Technicians work full-time, 40 hours per week. Some (36%) work on a temporary or on-call basis, 18 hours per week.

Shifts: All (100%) employers report day shifts. A few (13%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> |
|--|----------------------|--------------------|
| Medical Insurance: | 60% | 40% |
| Dental Insurance: | 60% | 40% |
| Vision Insurance: | 40% | 40% |
| Life Insurance: | 80% | 0% |
| Paid Sick Leave: | 100% | 0% |
| Paid Vacation: | 100% | 0% |
| Retirement Plan: | 40% | 40% |
| Child Care: | 0% | 0% |
| Other Employers Specified: 401-K Plan, Bonus | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require an associate degree. Some (38%) require a high school diploma or equivalent.

Training: Many (50%) firms accept 3-12 months training as a substitute for work experience. Most (75%) require 1-2 years vocational training from an approved Surgical Technologist program with a certificate of completion.

Education / Training Providers: See Appendix A, page 278

Experience: All (100%) firms require 1-2 years experience as a Surgical Technician. Many (50%) accept 1-3 years experience in orthopedics or as a Licensed Vocational Nurse.

Skills rated "very important":

- Ability to assist in transferring patients
- Possession of manual dexterity
- Ability to handle crisis situations
- Ability to work on a operating room team
- Ability to adjust and sterilize surgical tools
- Ability to prepare patients and the operating room for surgery
- Knowledge of operating room procedures
- Knowledge of medical terminology
- Ability to assist doctors in performing surgery
- Ability to clean and restock operating room
- Ability to apply clinical sterilization techniques
- Possession of clean appearance and personal hygiene
- Willingness to work nights, weekends, and holidays
- Ability to apply patient care procedures
- Possession of customer service skills
- Ability to inventory surgical supplies
- Possession of CPR certificate

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Surgical Technicians**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, School and Program Referrals

Others Include: Internet, Word of Mouth, Job Fairs

Turnover: Moderate, 13.6% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 62% female, 38% male

Where The Jobs Are:

Hospitals

Plastic Surgeons Offices

Employers' Employment Outlook: 8 employers responded, providing data representing 45 employees for this occupation.

5 employers project employment to remain stable and 3 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 120
Separations to 2006: 110
*Total Openings: 230

New Job Growth Rate: 21.8%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Technical Team Leader

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Operating Room Technicians

Related Codes: DOT - 079.378-018,
O*NET - 29-2055.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SYSTEMS ANALYSTS, ELECTRONIC DATA PROCESSING

OES 251020

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| Union: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$14.00 - 28.77 | \$22.18 |
| Union: | \$19.38 - 26.37 | \$24.23 |
| After Three Years With the Firm: | \$17.00 - 38.36 | \$28.39 |
| Union: | \$23.50 - 33.56 | \$28.08 |

Average Weekly Hours: Almost all (99%) Systems Analysts work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|--|---------------------|--------------|
| | Employer Pays All | Not Provided |
| Medical Insurance: | 80% | 0% |
| Dental Insurance: | 80% | 0% |
| Vision Insurance: | 67% | 13% |
| Life Insurance: | 87% | 7% |
| Paid Sick Leave: | 100% | 0% |
| Paid Vacation: | 100% | 0% |
| Retirement Plan: | 80% | 7% |
| Child Care: | 7% | 87% |
| Other Employers Specified: Tuition Reimbursement | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require a bachelor degree. Some (33%) require an associate degree.

Training: Some (33%) firms accept nine months to two years training as a substitute for work experience. Almost all (80%) require six months to one year technical or vocational training, including: computer programming, server applications, A+ Certification, Windows NT, and Novell. Employers reported using the following software applications: Visio, Java, DMSII, and VB.

Education / Training Providers: See Appendix A, page 278

Experience: Almost all (93%) firms require 2-4 years work experience as a Systems Analysts. Some (38%) employers accept 2-4 years experience as a Database or Network Administrator.

Skills rated "very important":

Ability to think logically
Possession of analytical skills
Ability to read and follow instructions
Possession of oral communications skills
Ability to work under pressure and meet deadlines
Ability to read/understand operating manuals
Ability to work independently
Ability to test/troubleshoot computer programs
Ability to evaluate computer system user requirements
Ability to implement computer system changes
Possession of computer programming skills
Knowledge of data security procedures
Knowledge of network systems
Knowledge of Internet based technology
Possession of data management skills
Ability to document progress in creating computer software
Ability to work as a team

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: **Systems Analysts, Electronic Data Processing**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:
Internet, Newspaper Advertisements, In-House Promotion or Transfer

Turnover: Moderate, 11.6% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 66% male, 34% female

Where The Jobs Are:

Accounting Firms
Banks
Computer and Data Processing Services
Local, State, and Federal Governments
Hospitals
Insurance Companies
Temporary Placement Services
Schools, Colleges, and Universities

Employers' Employment Outlook: 15 employers responded, providing data representing 138 employees for this occupation.

9 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 2,940
Separations to 2006: 270
*Total Openings: 3,210

New Job Growth Rate: 59.2%* Projected growth is much faster than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Director of Information Technology, Senior System Programmer, Director of Information Systems, System Analyst II, III, Chief Information Officer, Project Manager, Lead Supervisor, Network Engineer

Unionization/Collective Bargaining: Yes, 20% of employers and 12% of employees were unionized.

Alternate Job Titles: Information Systems Coordinator/Analysts, Business Systems Analysts, Systems Analyst I, II, III, Information System Specialists, System Programmers

Related Codes: DOT - 030.167-014, 161.167-010
O*NET - 15-1051.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS - ELEMENTARY SCHOOL

OES 313050

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

WAGES AND BENEFITS

| Hourly Wages* | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| Union: | \$18.63 - 19.75 | \$19.20 |
| New Hires, With Experience: | \$13.70 - 16.44 | \$15.07 |
| Union: | \$18.63 - 21.92 | \$20.34 |
| After Three Years With the Firm: | \$15.34 - 18.63 | \$16.99 |
| Union: | \$20.00 - 26.30 | \$23.29 |

Average Weekly Hours: Almost all (93%) Elementary School Teachers work full-time, 35 hours per week. A few (7%) work part-time, 19 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 100% | 0% | 0% |
| Dental Insurance: | 93% | 7% | 0% |
| Vision Insurance: | 53% | 0% | 47% |
| Life Insurance: | 53% | 0% | 47% |
| Paid Sick Leave: | 100% | 0% | 0% |
| Paid Vacation: | 93% | 0% | 7% |
| Retirement Plan: | 7% | 80% | 13% |
| Child Care: | 0% | 0% | 87% |
| Other Employers Specified: Long Term Care | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor degree.

Training: Almost all (91%) firms do not accept training as a substitute for work experience. Almost all (93%) require 3-6 months vocational training. The State of California requires a Multiple Subject Teaching Credential for most elementary schools. Credentials are issued by the California Commission on Teacher Credentialing. Employers prefer applicants with basic computer and word processing software skills.

Education / Training Providers: See Appendix A, page 281

Experience: Many (47%) firms do not require, but prefer 18-24 months experience as a Elementary School Teacher. Almost all (88%) do not accept other occupational experience.

Skills rated "very important":

Ability to be patient with children
Possession of classroom management and discipline skills
Ability to be multi-task oriented
Ability to plan, write, and present student lessons
Ability to work under pressure and handle crisis situations
Ability to present information both written and orally
Ability to motivate students and keep them on task
Possession of effective communication and writing skills
Ability to keep accurate records
Knowledge of basic math, correct grammar, punctuation, and spelling
Ability to work independently
Possession of a clean police record
Ability to develop classroom teaching techniques
Knowledge of various cultural backgrounds
Knowledge of curriculum development

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | |
| Not Difficult | X | X |
| Few Employers Hire | | |

Job Market for: **Teachers - Elementary School**

Experienced Applicants: **Very competitive job market**

Inexperienced Applicants: **Very competitive job market**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Internet, San Diego County Office of Education

Others Include: San Diego Teacher Recruitment Center, Job Fairs, Job Hotline, Job Postings in Schools

Turnover: Very low, 4.2% in the past 12 months.

Size of 2002 Employment: Very Large - More than 7,199

Gender Representation: Local employer response indicates 73% female, 27% male

Where The Jobs Are:

Private Elementary Schools

Public Elementary Schools

Religious Schools

Employers' Employment Outlook: 15 employers responded, providing data representing 4,715 employees for this occupation.

10 employers project employment to remain stable, 3 expect it to grow, and 2 expect employment to decline over the next two years.

OES Growth Projections: New jobs through 2006: 2,120

Separations to 2006: 2,460

*Total Openings: 4,580

New Job Growth Rate: 14.6%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Vice Principal, Principal, School Administrator

Unionization/Collective Bargaining: Yes, 87% of employers and 99% of employees were unionized.

Alternate Job Titles: Elementary and Middle School Teachers

Related Codes: DOT - 092.227-010

O*NET - 25-2021.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS - KINDERGARTEN

OES 313040

Kindergarten Teachers teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$6.90 - 13.70 | \$10.76 |
| Union: | \$13.42 - 22.37 | \$18.63 |
| New Hires, With Experience: | \$7.19 - 14.25 | \$11.51 |
| Union: | \$13.42 - 23.37 | \$18.63 |
| After Three Years With the Firm: | \$11.51 - 15.98 | \$14.13 |
| Union: | \$14.86 - 26.23 | \$20.86 |

Average Weekly Hours: Most (60%) Kindergarten Teachers work full-time, 38 hours per week. Many (40%) work part-time, 31 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time | | Part-Time | |
|--------------------|---------------|--------------|---------------|--------------|
| | E'er Pays All | Not Provided | E'er Pays All | Not Provided |
| Medical Insurance: | 53% | 0% | 40% | 13% |
| Dental Insurance: | 47% | 7% | 33% | 20% |
| Vision Insurance: | 40% | 13% | 27% | 27% |
| Life Insurance: | 33% | 20% | 27% | 27% |
| Paid Sick Leave: | 53% | 0% | 47% | 7% |
| Paid Vacation: | 27% | 27% | 20% | 33% |
| Retirement Plan: | 40% | 13% | 27% | 27% |
| Child Care: | 27% | 27% | 13% | 40% |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor degree.

Training: Some (20%) firms accept one year training as a substitute for work experience. Almost all (93%) do not require technical or vocational training, however employers in the public sector require applicants to possess a teaching credential. Applicants with word processing, spreadsheet, and PowerPoint software skills are preferred.

Education / Training Providers: See Appendix A, page 284

Experience: Many (53%) firms do not require, but prefer 1-2 years work experience as Kindergarten Teacher. Some (29%) employers accept two years experience as a Teacher Assistant or Aide.

Skills rated "very important":

Ability to be patient with children
 Ability to motivate students
 Ability to direct instructional activities of children
 Ability to evaluate student performance
 Ability to design classroom presentations
 Possession of classroom management skills
 Ability to read and follow instructions
 Ability to handle crisis situations
 Ability to work independently
 Possession of verbal presentation skills
 Possession of a clean police record
 Possession of problem solving skills
 Ability to work on a team
 Ability to work under pressure
 Ability to prepare lesson plans/outlines
 Possession of supervision skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Kindergarten Teachers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Colleges and Universities, Employee Referrals, Newspaper Advertisements

Turnover: Very low , 2.5% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 95% female, 5% male

Where The Jobs Are:

Elementary Schools

Private Schools

Religious Organizations

Employers' Employment Outlook: 15 employers responded, providing data representing 124 employees for this occupation.

11 employers project employment to remain stable and 4 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 280
Separations to 2006: 270
*Total Openings: 550

New Job Growth Rate: 16.7%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Grade School Teacher, Counselor, School Administrator, Assistant Principal with education and a teaching credential.

Unionization/Collective Bargaining: Yes, 47% of employers and 81% of employees were unionized.

Alternate Job Titles: None Reported

Related Codes: DOT - 092.227-014

O*NET - 25-2012.00, 25-2041.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS - SECONDARY SCHOOL

OES 313080

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

WAGES AND BENEFITS

| Hourly Wages* | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$11.99 - 16.99 | \$16.44 |
| Union: | \$15.58 - 19.77 | \$18.15 |
| New Hires, With Experience: | \$10.07 - 19.73 | \$14.88 |
| Union: | \$17.76 - 19.73 | \$19.18 |
| After Three Years With the Firm: | \$10.55 - 21.92 | \$17.06 |
| Union: | \$19.18 - 27.25 | \$21.20 |

Average Weekly Hours: Almost all (92%) Secondary School Teachers work full-time, 37 hours per week. A few (8%) work part-time, 23 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|--------------------|----------------------|---------------------|
| Medical Insurance: | 100% | 0% |
| Dental Insurance: | 87% | 13% |
| Vision Insurance: | 67% | 33% |
| Life Insurance: | 73% | 27% |
| Paid Sick Leave: | 100% | 0% |
| Paid Vacation: | 60% | 40% |
| Retirement Plan: | 73% | 20% |
| Child Care: | 7% | 93% |

Other Employers Specified: 401-K Plan, Bonus for Graduate Degree, Reduced Tuition for Children, \$1000 Annually for Bi-lingual Teachers

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor degree.

Training: All (100%) firms did not accept training as a substitute for work experience. Some (33%) accept technical or vocational training. The State of California requires a Single Subject Teaching Credential for most secondary schools. Credentials are issued by the California Commission on Teacher Credentialing. Employers prefer applicants with basic computer and word processing software skills.

Education / Training Providers: See Appendix A, page 285

Experience: Some (27%) firms require two years experience as a Secondary School Teacher. All (100%) did not accept other occupational experience.

Skills rated "very important":

Ability to plan, write, and present student lessons
 Possession of a clean police record
 Ability to evaluate, analyze, and interpret data
 Ability to present information both written and orally
 Ability to motivate students and keep them on task
 Possession of effective communications skills
 Ability to keep accurate records
 Ability to use correct grammar, punctuation, and spelling
 Ability to work under pressure and handle crisis situations
 Possession of classroom management and discipline skills
 Ability to develop classroom-teaching techniques
 Ability to perform basic mathematical computations
 Ability to work independently
 Possession of a California Teaching Credential
 Possession of interpersonal skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | | |
| Not Difficult | X | X |
| Few Employers Hire | | |

Job Market for: **Teachers - Secondary School**

Experienced Applicants: **Very competitive job market**

Inexperienced Applicants: **Very competitive job market**

Recruitment Methods, Three Most Frequently Used:

Colleges and Universities, Internet, County Office of Education

Others Include: Job Fairs, Church Referrals

Job Hotline, Job Postings in Schools

Turnover: Very low, 4.8% in the past 12 months.

Size of 2002 Employment: Very Large - More than 7,199

Gender Representation: Local employer response indicates 64% female, 36% male

Where The Jobs Are:

Military Schools

Private Secondary Schools

Public Secondary Schools

Religious Schools

Employers' Employment Outlook: 15 employers responded, providing data representing 3,783 employees for this occupation.

8 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 2,440
Separations to 2006: 2,780
*Total Openings: 5,220

New Job Growth Rate: 21.6%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Assistant Principal, Vice Principal, Principal

Unionization/Collective Bargaining: Yes, 60% of employers and 97% of employees were unionized.

Alternate Job Titles: Middle School and High School Teachers

Related Codes: DOT - 091.227-010

O*NET - 25-2031.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS, SPECIAL EDUCATION

OES 313110

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$8.58 - 14.86 | \$8.63 |
| Union: | \$13.42 - 21.37 | \$15.58 |
| New Hires, With Experience: | \$8.63 - 19.18 | \$13.66 |
| Union: | \$14.25 - 24.07 | \$17.20 |
| After Three Years With the Firm: | \$10.07 - 21.58 | \$16.78 |
| Union: | \$15.34 - 26.60 | \$20.72 |

Average Weekly Hours: Most (78%) Special Education Teachers work full-time, 39 hours per week. Some (22%) work part-time, 23 hours per week.

Shifts: Almost all (95%) employers report day shifts. A few (10%) also work afternoons, evenings, and weekends.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 76% | 10% | 0% |
| Dental Insurance: | 76% | 5% | 5% |
| Vision Insurance: | 62% | 0% | 19% |
| Life Insurance: | 76% | 0% | 10% |
| Paid Sick Leave: | 81% | 0% | 5% |
| Paid Vacation: | 67% | 0% | 19% |
| Retirement Plan: | 71% | 5% | 10% |
| Child Care: | 14% | 0% | 71% |
| Other Employers Specified: Long-Term Disability, Sabbatical Leave | | | |

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (76%) firms require a bachelor degree. A few either require a graduate degree (19%) or an associate degree (5%).

Training: Some (28%) firms accept 1-2 years of training as a substitute for work experience. Special Education training consists of a fifth year of study after a bachelor degree is earned. Credentials are issued by the State of California Commission on Teacher Credentialing and renewed every five years. Teachers must take 150 hours of continuing education and meet the service requirements of teaching at least one semester to renew their credential. Applicants with word processing software skills are preferred.

Education / Training Providers: See Appendix A, page 289

Experience: Most (62%) firms do not require, but prefer 1-3 years work experience as a Special Education Teacher. Some (20%) employers accept three years prior experience as a Instructional Aide, two years as a Social Worker, or one year as an Elementary or Secondary Teacher.

Skills rated "very important":

Knowledge of classroom management, supervision, and discipline skills
 Possession of a clean police record
 Knowledge of children with special needs
 Ability to work under pressure
 Ability to be patient with children
 Ability to motivate students
 Ability to handle crisis situations
 Possession of oral communication skills
 Ability to read and follow instructions
 Ability to write effectively
 Ability to maintain records
 Knowledge of multi-cultural issues
 Possess imagination and creativity

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | X |
| Moderately Difficult | X | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Special Education Teachers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Colleges and Universities, Newspaper Advertisements

Others Include: San Diego County Office of Education, Rehabilitation Agencies

Turnover: Moderately low, 8% in the past 12 months.

Size of 2002 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 82% female, 18% male

Where The Jobs Are:

Elementary and Secondary Schools

Local Social Service Agencies

Public and Private Special Education Schools

Employers' Employment Outlook: 21 employers responded, providing data representing 341 employees for this occupation.

11 employers project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 980
Separations to 2006: 220
 *Total Openings: 1,200

New Job Growth Rate: 29.4%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Special Education Counselor, Special Education Supervisor, School Administrator, Vice Principal

Unionization/Collective Bargaining: Yes. 67% of employers and 83% of employees were unionized.

Alternate Job Titles: Early Intervention Specialists, Resource Specialists, Braille Typing Teachers, Adaptive PE Teachers, Day Class Resource Specialists, Speech and Language Resource Specialists, Educational Therapists, Life Management Skills Instructors

Related Codes: DOT - 094.224-010, 094.224-030, 094.227-014, 094.227-022, 094.227-030

O*NET - 25-2041.00, 25-2042.00, 25-2043.00, 25-3021.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TECHNICAL WRITERS

OES 340050

Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$16.78 - 19.18 | \$17.26 |
| New Hires, With Experience: | \$16.78 - 28.77 | \$20.62 |
| After Three Years With the Firm: | \$19.18 - 33.56 | \$28.77 |

Average Weekly Hours: Almost all (92%) Technical Writers work full-time, 40 hours per week. A few (5%) work part-time, 23 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|----------------------|--------------------|---------------------|
| Medical Insurance: | 73% | 20% | 7% |
| Dental Insurance: | 60% | 20% | 20% |
| Vision Insurance: | 47% | 13% | 33% |
| Life Insurance: | 87% | 0% | 13% |
| Paid Sick Leave: | 93% | 0% | 7% |
| Paid Vacation: | 93% | 0% | 7% |
| Retirement Plan: | 67% | 13% | 20% |
| Child Care: | 20% | 7% | 73% |

Other Employers Specified: 401-K Plan, Stock Options

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require a bachelor degree and some (33%) require an associate degree.

Training: Some (33%) firms accept 1-2 years training as a substitute for work experience. Almost all (80%) do not require technical or vocational training. Applicants with word processing, spreadsheet, database, and desktop publishing software skills are preferred.

Education / Training Providers: See Appendix A, page 290

Experience: Almost all (80%) firms require 1-3 years work experience as a Technical Writer. Most (77%) do not accept other occupational experience.

Skills rated "very important":

Ability to read and follow instructions
 Ability to use correct grammar, punctuation, and spelling
 Ability to read and evaluate written material
 Ability to work on a team
 Possession of proofreading and documentation skills
 Willingness to work long hours to meet deadlines
 Ability to interpret technical material
 Ability to work independently
 Ability to read and understand catalogs and manuals
 Ability to edit written material of others
 Ability to layout materials for publication
 Possession of page layout and composition skills
 Possession of oral communication skills
 Ability to use investigation techniques
 Possession of interpersonal skills
 Ability to interview others for information
 Ability to work under pressure
 Ability to use the Internet as a research tool

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | X |
| Moderately Difficult | X | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Technical Writers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Turnover: Moderately high, 27.1% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 52% male, 48% female

Where The Jobs Are:

Computer and Data Processing Services
Computer Hardware and Software Manufacturers
Engineering Services
Local, State, and Federal Governments
Hospitals
Personnel Supply Services
Research and Testing Services
Temporary Placement Services

Employers' Employment Outlook: 15 employers responded, providing data representing 62 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 220
Separations to 2006: 150
*Total Openings: 370

New Job Growth Rate: 30.6%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Project Manager, Content Manager, Program Manager, Publication Manager, Team Leader

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Technical Documentation Specialists

Emerging Occupations: Graphic Designers, Web Media Specialists

Related Codes: DOT - 131.267-026
O*NET - 27-3042.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TELECOMMUNICATIONS ENGINEERS

003061999

Telecommunications Engineers is a term for engineers working in the telecommunications industry. Some of their specialties include Analog design and layout; audio acoustics and development; software (embedded) design; application and testing; and hardware design.

WAGES AND BENEFITS

Hourly Wages

| | Range | Median |
|----------------------------------|-------------------------------|---------|
| New Hires, No Experience: | - - - Insufficient Data - - - | |
| New Hires, With Experience: | \$16.78 - 24.93 | \$20.40 |
| After Three Years With the Firm: | \$19.18 - 32.60 | \$28.77 |

Average Weekly Hours: All (100%) Telecommunications Engineers work full-time, 47 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---|----------------------|--------------------|---------------------|
| Medical Insurance: | 56% | 33% | 0% |
| Dental Insurance: | 56% | 22% | 22% |
| Vision Insurance: | 22% | 22% | 56% |
| Life Insurance: | 44% | 22% | 33% |
| Paid Sick Leave: | 89% | 0% | 11% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 33% | 44% | 22% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan, Stock Options, Bonus, Fitness Membership | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor degree.

Training: Almost all (89%) firms do not accept training as a substitute for work experience. Many (44%) accept technical or vocational training in fiber optics, cabling, radio frequency engineering, and integrated circuits design. Employers prefer applicants with word processing and spreadsheet software skills. Employers reported using Microsoft Office (Word and Excel) software applications.

Education / Training Providers: See Appendix A, page 291

Experience: All (100%) firms require 4-5 years experience as Telecommunications Engineer. Almost all (86%) do not accept other occupational experience.

Skills rated "very important":

Ability to meet deadlines and work under pressure
 Ability to apply communication theory
 Ability to work on a team
 Possession of problem solving skills
 Possession of effective communication skills
 Ability to prioritize multiple projects
 Ability to write technical reports
 Ability to design electrical circuits and hardware
 Knowledge of lasers, fiber optics, and data compression technologies
 Knowledge of advanced mathematics

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | Insufficient |
| Not Difficult | | Data |
| Few Employers Hire | | |

Job Market for: Telecommunications Engineers

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Trade Journals

Others Include: Internet

Turnover: Moderately low, 7.8% in the past 12 months.

Size of 2002 Employment: Very Large - More than 7,199

Gender Representation: Local employer response indicates 92% male, 8% female

Where The Jobs Are:

Telecommunications Research and Development
Telecommunications Equipment Manufacturing

Employers' Employment Outlook: 9 employers responded, providing data representing 211 employees for this occupation.

5 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Project Manager, Senior Engineer, Associate Engineer, Director, Company Vice President

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: Not Available

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TELECOMMUNICATIONS TECHNICIANS

003061998

Telecommunications Technicians provide for day-to-day operation and technical oversight of assigned telecommunications systems, services, and facilities. They perform a range of telecommunication technical support functions. They troubleshoot systems, and may analyze and evaluate technological changes and innovations, or determine feasibility of emerging technologies.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$12.00 - 15.00 | \$13.50 |
| New Hires, With Experience: | \$9.13 - 25.00 | \$17.00 |
| After Three Years With the Firm: | \$16.00 - 30.00 | \$23.97 |

*Combined union and non-union wages

Commissions were paid by a few employers - Range: \$1.31 - 3.45

Average Weekly Hours: Almost all (94%) Telecommunications Technicians work full-time, 41 hours per week. A few (6%) work temporary or on-call, 20 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|--------------------------|--------------------|---------------------|
| Medical Insurance: | 73% | 20% | 0% |
| Dental Insurance: | 60% | 13% | 27% |
| Vision Insurance: | 40% | 7% | 53% |
| Life Insurance: | 60% | 7% | 33% |
| Paid Sick Leave: | 80% | 0% | 20% |
| Paid Vacation: | 93% | 0% | 7% |
| Retirement Plan: | 47% | 33% | 13% |
| Child Care: | 7% | 7% | 87% |
| Other Employers Specified: 401-K Plan, Stock Options | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms either require a high school diploma or equivalent (47%) or an associate degree (40%). A few (13%) require a bachelor degree.

Training: Many (50%) firms accept 1-2 years training as a substitute for work experience. Many (47%) require 1-2 years vocational training in programming, telecommunication apprenticeships, certificate training, and Naval technical training. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 292

Experience: Almost all (80%) firms require 1-3 years work experience as a Telecommunication Technician. Some (33%) employers accept 2-5 years prior experience as a Data Communications Technician, Electrician, Personal Computer Technician, or Personal Computer Salesperson.

Skills rated "very important":

Ability to meet deadlines
 Ability to read and follow instructions
 Possession of oral communications skills
 Ability to work independently
 Knowledge of telecommunications equipment
 Ability to work under pressure
 Possession of mechanical aptitude
 Ability to work on a team
 Knowledge of electrical and electronic equipment
 Ability to troubleshoot and repair communications systems
 Knowledge of ground based and wireless communications systems
 Possession of basic math skills
 Possession of interpersonal skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Telecommunications Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Turnover: Moderate, 14% in the past 12 months.

Size of 2002 Employment: Not Available

Gender Representation: Local employer response indicates 92% male, 8% female

Where The Jobs Are:

Electrical Contractors

Colleges and Universities

Local, State, and Federal Governments

Telecommunications Companies

Telephone Companies and Service Providers

Temporary Employment Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 177 employees for this occupation.

12 employers project employment to grow and 3 expect it to remain stable over the next two years.

OES Growth Projections: Not Available

New Job Growth Rate: Not Available

OTHER INFORMATION

Promotional Opportunities: Lead Technician, Service Manager, Data Communications Manager, Operations/Sales Supervisor, Senior Telecom Network Administrator, Supervisor, Telecom Manager, Communications Supervisor, Operations/Sales Supervisor

Unionization/Collective Bargaining: Yes. 7% of employers and 12% of employees were unionized.

Alternate Job Titles: Telephone Technicians, Service Technicians, Telecom Engineers, System Technicians, Communication System Technicians, Cable Technicians, Installation Technicians

Related Codes: DOT - 822.281-018, 822.281-022, 822.381-014
O*NET - 49-2022.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES 580280

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

WAGES AND BENEFITS

Hourly Wages

| | Range* | Median* |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.50 - 7.75 | \$7.00 |
| New Hires, With Experience: | \$6.75 - 11.88 | \$8.25 |
| After Three Years With the Firm: | \$8.00 - 15.00 | \$10.00 |

*Combined union and non-union wages

Average Weekly Hours: Many Traffic, Shipping, and Receiving Clerks either work on a temporary or on-call basis (58%), 40 hours per week or full-time (42%), 44 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Shared Cost</u> | <u>E'ee Pays All</u> |
|--------------------|----------------------|--------------------|----------------------|
| Medical Insurance: | 21% | 64% | 14% |
| Dental Insurance: | 29% | 57% | 14% |
| Vision Insurance: | 21% | 43% | 14% |
| Life Insurance: | 36% | 43% | 14% |
| Paid Sick Leave: | 71% | 0% | 0% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 64% | 14% | 14% |
| Child Care: | 0% | 0% | 7% |

Other Employers Specified: 401-K Plan, Profit Sharing

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (93%) firms require a high school diploma or equivalent. A few (7%) require less than a high school diploma.

Training: Some (31%) firms accept six months to one year of training as a substitute for work experience. A few (13%) require three months vocational or on-the-job training. Applicants with word processing and spreadsheet software skills are preferred. Employers reported using the following computer software applications: Avanti, Datatrack, Job Scope, Made to Manage, and Prod Star.

Education / Training Providers: No local education or training programs for this occupation.

Experience: Many (47%) firms require six months to two years work experience as a Traffic, Shipping, and Receiving Clerk. Most (73%) accept 1-2 years of warehouse or manufacturing experience.

Skills rated "very important":

Ability to read and follow instructions
 Knowledge of packing slips and invoicing
 Ability to work independently
 Ability to operate a forklift
 Ability to use hand trucks and pallet jacks
 Ability to write legibly
 Ability operate a computer
 Possession of basic math skills
 Ability to lift at least 60 pounds
 Possession of oral communication skills
 Possession of a valid drivers license
 Ability to maintain records
 Ability to stand for long periods of time

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | |
| Not Difficult | | X |
| Few Employers Hire | | |

Job Market for: **Traffic, Shipping, and Receiving Clerks**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:
Newspaper Advertisements, Employee Referrals, Private Employment Agencies

Turnover: Moderate, 14% in the past 12 months.

Size of 2002 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates
85% male, 15% female

Where The Jobs Are:

Colleges and Universities
Construction Supply
Department Stores
Freight Storage and Forwarding Services
Grocery Stores
Manufacturing
Temporary Employment Agencies
Wholesale and Retail Trade

Employers' Employment Outlook: 15 employers responded, providing data representing 95 employees for this occupation.

9 employers project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 670
Separations to 2006: 1,010
*Total Openings: 1,680

New Job Growth Rate: 8%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Shipping Supervisor, Parts Salesperson, Warehouse Foreman/Manager, Operations Manager, Inventory Control Clerk, Traffic Coordinator, Materials Planner, Purchasing Agent

Unionization/Collective Bargaining: Yes. 7% of employers and 1% of employees were unionized.

Alternate Job Titles: Shipping Coordinators

Related Codes: DOT - 222.387-050, 222.687-022, 222.687-030
O*NET - 43-5071.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRAVEL AGENTS

OES 430210

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours.

WAGES AND BENEFITS

| Hourly Wages | Range* | Median* |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.25 - 9.00 | \$8.00 |
| New Hires, With Experience: | \$8.00 - 12.50 | \$10.00 |
| After Three Years With the Firm: | \$9.00 - 15.00 | \$12.00 |

*Employers report paying commissions

Average Weekly Hours: Almost all (94%) Travel Agents work full-time, 41 hours per week.

Shifts: All (100%) employers report day shifts.

Fringe Benefits, Who Pays*

| | Full-Time Employees | |
|------------------------------------|----------------------|---------------------|
| | <u>E'er Pays All</u> | <u>Not Provided</u> |
| Medical Insurance: | 80% | 20% |
| Dental Insurance: | 60% | 40% |
| Vision Insurance: | 60% | 40% |
| Life Insurance: | 13% | 87% |
| Paid Sick Leave: | 73% | 27% |
| Paid Vacation: | 80% | 20% |
| Retirement Plan: | 13% | 87% |
| Child Care: | 0% | 100% |
| Other Employers Specified: Bonuses | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Most (67%) firms do not accept training as a substitute for work experience. Most (73%) require 4-12 months vocational training. Applicants with word processing, spreadsheet, and database software skills are preferred. Employers reported using the following reservation systems: Sabre, Apollo, World Span, and System 1.

Education / Training Providers: See Appendix A, page 293

Experience: Many (40%) firms require 1-2 years work experience as a Travel Agent. None of the reporting employers accepted other occupational experience.

Skills rated "very important":

Ability to read and follow instructions
 Ability to communicate verbally
 Possession of public contact and customer service skills
 Possession of telephone answering skills
 Ability to schedule/coordinate hotel, resort, and cruise reservations
 Ability to write legibly
 Possession of patience and positive attitude
 Ability to use sales techniques
 Ability to work under pressure
 Ability to use correct grammar, punctuation, and spelling
 Ability to work independently
 Possession of interpersonal skills
 Ability to maintain records
 Ability to sit for long periods of time
 Willingness to work long hours
 Possession of bookkeeping skills
 Knowledge of geography

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Travel Agents**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Newspaper Advertisements

Turnover: Moderately low, 6.5% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates
84% female, 16% male

Where The Jobs Are:

Travel Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 116 employees for this occupation.

8 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 220
Separations to 2006: 240
*Total Openings: 460

New Job Growth Rate: 14.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Office Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 237.367-018, 252.152-010

O*NET - 41-3041.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRUCK DRIVERS - LIGHT, INCLUDING DELIVERY AND ROUTE WORKERS

OES 971050

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.75 - 10.00 | \$8.00 |
| New Hires, With Experience: | \$7.25 - 12.00 | \$10.00 |
| After Three Years With the Firm: | \$8.00 - 17.26 | \$11.76 |

Average Weekly Hours: Almost all (82%) Truck Drivers - Light work full-time, 42 hours per week. A few (18%) work part-time, 25 hours per week.

Shifts: All (100%) employers report day shifts. Many (44%) have swing and some (39%) have graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--|--------------------------|--------------------|---------------------|
| Medical Insurance: | 33% | 11% | 33% |
| Dental Insurance: | 22% | 6% | 44% |
| Vision Insurance: | 6% | 6% | 67% |
| Life Insurance: | 6% | 7% | 72% |
| Paid Sick Leave: | 33% | 0% | 44% |
| Paid Vacation: | 39% | 0% | 39% |
| Retirement Plan: | 17% | 6% | 56% |
| Child Care: | 0% | 0% | 78% |
| Other Employers Specified: 401-K Plan, Profit Sharing, Bonus, Tips | | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms require a high school diploma or equivalent (50%) or hire those with less than a high school diploma (50%).

Training: A few (15%) firms accept 3-8 months training as a substitute for work experience. All (100%) do not accept technical or vocational training.

Education / Training Providers: See Appendix A, page 294

Experience: Some (39%) firms require three months to two years experience as a Light Truck Driver. Almost all (89%) do not accept other occupational experience.

Skills rated "very important":

Ability to follow safe working practices
 Ability to work independently
 Knowledge of local streets
 Possession of a clean DMV driving record
 Ability to read and follow instructions
 Possession of customer service skills
 Ability to load and unload freight
 Ability to meet deadlines
 Ability to lift 50 pounds
 Ability to keep accurate records
 Ability to write legibly
 Ability to read invoices
 Be in good physical condition
 Willingness to work flexible schedules (nights, weekends)
 Knowledge of basic mathematics
 Possession of physical strength, mobility, and agility
 Ability to handle multiple tasks

Emerging Industry Skills

Knowledge of Geographic Information Systems (GIS)

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Truck Drivers - Light**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Word of Mouth

Turnover: Very low, 4.8% in the past 12 months.

Size of 2002 Employment: Very Large- More than 7,199

Gender Representation: Local employer response indicates 88% male, 12% female

Where The Jobs Are:

Air Cargo Delivery Services

Automotive Repair and Parts Delivery

Laundry, Cleaning, and Garment Services

Local Ground Delivery Services

Trucking and Courier Services

Employers' Employment Outlook: 18 employers responded, providing data representing 212 employees for this occupation.

10 employers project employment to grow and 8 expect it to remain stable.

OES Growth Projections: New jobs through 2006: 3,140
Separations to 2006: 1,400
*Total Openings: 4,540

New Job Growth Rate: 25.1%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Dispatcher, Supervisor, Sales Person, Sales Driver, Warehouseman, Office Manager

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Drivers, Class C Drivers, Van Drivers, Loaders

Related Codes: DOT - 906.683-022

O*NET - 53-3033.00

Data Collection Date: Summer 2002

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

VETERINARY ASSISTANTS

OES 798060

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, they perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$6.25 - 8.50 | \$7.50 |
| New Hires, With Experience: | \$7.50 - 10.00 | \$8.50 |
| After Three Years With the Firm: | \$8.50 - 13.50 | \$10.00 |

Average Weekly Hours: Most (67%) Veterinary Assistants work full-time, 39 hours per week. Some (32%) work part-time, 21 hours per week.

Shifts: All (100%) employers report day shifts and a few (13%) have evening or on-call shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>E'er Pays All</u> | <u>Not Provided</u> |
|---|----------------------|---------------------|
| Medical Insurance: | 56% | 13% |
| Dental Insurance: | 38% | 44% |
| Vision Insurance: | 31% | 50% |
| Life Insurance: | 6% | 81% |
| Paid Sick Leave: | 44% | 38% |
| Paid Vacation: | 75% | 6% |
| Retirement Plan: | 13% | 56% |
| Child Care: | 0% | 88% |
| Other Employers Specified: 401-K Plan, Attendance Bonus, Veterinary Products, and Service Discounts | | |

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (88%) firms require a high school diploma or equivalent.

Training: Most (79%) firms accept 3-6 months training as a substitute for work experience. Some (38%) require 3-12 months vocational training as a Veterinary Assistant or Technician. Employers also prefer applicants who have attended a Pre Veterinary program. Applicants are usually trained on company specific software and possess word processing and database software skills.

Education / Training Providers: See Appendix A, page 294

Experience: Many (56%) firms do not require, but prefer 6-12 months work experience as a Veterinary Assistant. Many (43%) accept 6-12 months experience in a medical office or as a Receptionist.

Skills rated "very important":

Ability to read and follow instructions
 Ability to communicate verbally
 Ability to observe and record animal behavior
 Ability to apply sanitation practices
 Ability to keep records and files
 Possession of public contact and customer service skills
 Ability to take animal vital signs
 Ability to administer injections and medications
 Knowledge of medical terminology
 Ability to care and feed animals
 Ability to draw blood
 Ability to dress animal wounds
 Ability to assist with animal surgical procedures
 Ability to perform routine laboratory tests
 Ability to make customer appointments

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | |
| Moderately Difficult | | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Veterinary Assistant**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants

Turnover: Moderate, 18.1% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 86% female, 14% male

Where The Jobs Are:

Veterinary Services

Employers' Employment Outlook: 16 employers responded, providing data representing 141 employees for this occupation.

8 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 160
Separations to 2006: 60
*Total Openings: 220

New Job Growth Rate: 29.6%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Veterinary Assistant, Registered Veterinary Technician, Licensed Veterinary Technician

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: Registered Veterinary Assistants, Veterinary Technicians

Related Codes: DOT - 079.361-014

O*NET - 31-9096.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

WELDERS AND CUTTERS

OES 939140

Welders and Cutters use flame cutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products such as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

WAGES AND BENEFITS

| Hourly Wages* | Range | Median |
|----------------------------------|-----------------|---------|
| New Hires, No Experience: | \$6.50 - 10.00 | \$9.80 |
| New Hires, With Experience: | \$10.00 - 20.00 | \$15.00 |
| After Three Years With the Firm: | \$12.00 - 23.97 | \$17.10 |

*Combined union and non-union wages

Average Weekly Hours: All (100%) Welders and Cutters work full-time, 40 hours per week.

Shifts: All (100%) employers report day shifts and a few (7%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|---------------------------------------|--------------------------|--------------------|---------------------|
| Medical Insurance: | 80% | 13% | 7% |
| Dental Insurance: | 60% | 13% | 27% |
| Vision Insurance: | 60% | 13% | 27% |
| Life Insurance: | 60% | 7% | 33% |
| Paid Sick Leave: | 73% | 0% | 27% |
| Paid Vacation: | 100% | 0% | 0% |
| Retirement Plan: | 60% | 0% | 40% |
| Child Care: | 0% | 0% | 100% |
| Other Employers Specified: 401-K Plan | | | |

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (73%) firms require a high school diploma or equivalent. Some (27%) hire those with less than a high school diploma.

Training: Many (56%) firms accept 1-2 years training as a substitute for work experience. Almost all (80%) do not accept technical or vocational training.

Education / Training Providers: See Appendix A, page 295

Experience: Most (60%) firms require 1-5 years work experience as Welders and Cutters. Most (78%) employers accept 1-5 years other occupational experience such as Marine/Naval Welders, Journey Level Shipyard Welder, Plumbing, Pipefitter, Metal Fabrication, Stainless Steel Welder, or other mechanical construction trades.

Skills rated "very important":

Ability to read and follow instructions
Knowledge of safe working practices
Ability to work independently
Possession of mechanical aptitude
Ability to use hand and power tools
Ability to perform physically demanding tasks
Ability to stand for long periods of time
Ability to pass a work performance test
Ability to work in awkward positions or confined spaces
Ability to do arc welding
Ability to lift and move heavy objects
Ability to apply metal fabrication techniques
Knowledge of basic math
Ability to read blueprints and technical drawings
Ability to do precision work
Ability to operate computerized welding machines

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | X | X |
| Moderately Difficult | | |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Welders and Cutters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, In-House Promotion or Transfer

Turnover: Very low, 3.4% in the past 12 months.

Size of 2002 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 99% male, 1% female

Where The Jobs Are:

Aircraft and Parts Manufacturing
Auto Body Repair Shops
Engine and Turbine Manufacturing
Fabricated Structural Metal Products
Heavy Construction
Metal Repair Shops
Ship and Boat Building/Repairing

Employers' Employment Outlook: 15 employers responded, providing data representing 519 employees for this occupation.

7 employers project employment to grow, 7 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 460
Separations to 2006: 490
*Total Openings: 950

New Job Growth Rate: 17.8%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Leadperson, Shop Foreman, Production Leadperson, Tradesman I, II, III, Journey Level Welder, Crew Leader, Manager, Drafter

Unionization/Collective Bargaining: Yes, 7% of employers and 58% of employees were unionized.

Alternate Job Titles: Iron Workers, Body Technicians

Related Codes: DOT - 810.384-010, 811.684-010, 811.684-014, 819.381-010

O*NET - 51-4121.00, 51-4121.01, 51-4121.02, 51-4121.03

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

WRITERS AND EDITORS

OES 340020

Writers and Editors originate and prepare written material such as scripts, stories, news items, advertisements, and other material. They coordinate, edit, and analyze prepared written material. This includes Managing Editors. Does not include Publicity Writers, Public Relations Specialists, and Technical Writers.

WAGES AND BENEFITS

| Hourly Wages | Range | Median |
|----------------------------------|----------------|---------|
| New Hires, No Experience: | \$7.50 - 12.11 | \$10.55 |
| New Hires, With Experience: | \$8.00 - 23.97 | \$12.50 |
| After Three Years With the Firm: | \$8.50 - 28.77 | \$15.14 |

Average Weekly Hours: Almost all (93%) Writers and Editors work full-time, 38 hours per week. A few (4%) work on a temporary or on-call basis, 21 hours per week; or part-time (3%), 26 hours per week.

Shifts: Almost all (94%) employers report day shifts. A few (12%) have swing or graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

| | <u>Employer Pays All</u> | <u>Shared Cost</u> | <u>Not Provided</u> |
|--------------------|--------------------------|--------------------|---------------------|
| Medical Insurance: | 41% | 35% | 0% |
| Dental Insurance: | 29% | 24% | 18% |
| Vision Insurance: | 24% | 0% | 41% |
| Life Insurance: | 24% | 0% | 53% |
| Paid Sick Leave: | 71% | 0% | 6% |
| Paid Vacation: | 76% | 0% | 0% |
| Retirement Plan: | 29% | 12% | 24% |
| Child Care: | 0% | 0% | 76% |

Other Employers Specified: 401-K Plan, Tuition Reimbursement

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms either require a high school diploma or equivalent (47%) or a bachelor degree (41%). A few (6%) require an associate or graduate degree.

Training: A few (19%) firms accept six months of training as a substitute for work experience. A few (12%) require one year of vocational training and may provide internships or on-the-job training. Applicants with word processing and desk top publishing software skills are preferred. Employers reported using the following computer software applications: Adobe Pagemaker, Microsoft Word, Quark Express, Word Perfect, and Ventura.

Education / Training Providers: See Appendix A, page 295

Experience: Many (47%) firms require 1-5 years work experience as a Writer and Editor. Many (57%) accept 1-2 years of experience in advertising, business relations, communications, journalism, photography, political science, public relations, or teaching.

Skills rated "very important":

Possession of good English and grammar skills
 Possession of research and investigative skills
 Ability to work under pressure and meet production deadlines
 Ability to write legibly
 Ability to verify facts and clarify information
 Ability to read and evaluate written material
 Ability to read and follow instructions
 Ability to work independently
 Possession of proofreading skills
 Ability to interview others for information
 Ability to write editorials and other reviews
 Possession of oral communication skills

EMPLOYMENT TRENDS

Supply and Demand

| Employers' Difficulty in Finding Qualified Applicants | Experienced Applicants | Inexperienced Applicants |
|---|------------------------|--------------------------|
| Very Difficult | | |
| Moderately Difficult | X | X |
| Not Difficult | | |
| Few Employers Hire | | |

Job Market for: **Writers and Editors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Trade Journals, Newspaper Advertisements, Employee Referrals

Others Include: Internet

Turnover: Moderately low, 10% in the past 12 months.

Size of 2002 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 56% male, 44% female

Where The Jobs Are:

Advertising Agencies

Book and Periodical Publishers

Newspapers

Public Relations Firms

Radio, Television, and Cable Television Stations

Employers' Employment Outlook: 17 employers responded, providing data representing 498 employees for this occupation.

5 employers project employment to grow and 12 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 280
Separations to 2006: 240
*Total Openings: 520

New Job Growth Rate: 23.9%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Editorial Manager, Assistant Producer, Managing Editor, Editor-in-Chief, Senior Editor, Publisher, Advertising Director, Assistant Editor

Unionization/Collective Bargaining: None Reported

Alternate Job Titles: None Reported

Related Codes: DOT - 131.067-010, 131.067-014, 131.067-022, 132.017-010, 132.017-014, 132.037-014, 132.037-022, 132.067-014, 132.067-026

O*NET - 27-3043.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

APPENDIX A

SAN DIEGO COUNTY

EDUCATION AND TRAINING PROVIDERS

RELATED TO PROFILED OCCUPATIONS

ACCOUNTANTS AND AUDITORS

Account Clerk

| | | |
|---|--|----------------|
| MONTGOMERY ADULT SCHOOL | 3240 Palm Avenue San Diego, CA 92154 Not Applicable | (619) 628-3017 |
| SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1400 Park Boulevard San Diego, CA 92101 http://www.sandiegocet.net | (619) 230-2370 |
| SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1960 National Avenue San Diego, CA 92113 http://www.sandiegocet.net | (619) 230-2895 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER | 3249 Fordham Street San Diego, CA 92110 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER | 4343 Ocean View Boulevard San Diego, CA 92113 http://www.sandiegocet.net | (619) 388-4955 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS | 3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - MISSION BAY CAMPUS | 4375 Lee Street San Diego, CA 92109 http://www.sandiegocet.net | (619) 221-6973 |

Accountancy

| | | |
|---|---|----------------|
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |

Accounting

| | | |
|--|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT | 2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu | (619) 683-2446 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| MONTGOMERY ADULT SCHOOL | 3240 Palm Avenue San Diego, CA 92154 Not Applicable | (619) 628-3017 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

| | | |
|---|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Accounting and Finance | | |
| KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT | 2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu | (619) 683-2446 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| Accounting/Computerized | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE | 6255 University Avenue, #A 1 San Diego, CA 92115 http://www.skillcenters.org | (619) 286-6001 |
| Business Administration/Accounting | | |
| COMPUTER EDUCATION INSTITUTE | 6160 Mission Gorge Road, Suite 108 San Diego, CA 92120 http://www.computer-education.com | (619) 282-9000 |
| Business/Accounting | | |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |

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| | | |
|---|--|----------------|
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |
| Databases and Spreadsheets | | |
| LEARNSOFT UNIVERSITY - CARLSBAD | 5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - KEARNY MESA | 4542 Ruffner Road, Suite 300 San Diego, CA 92111 http://www.learnsoft.com | (858) 546-1400 |
| Financial Analysis | | |
| KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT | 2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu | (619) 683-2446 |
| Financial Management | | |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| Income Tax | | |
| H & R BLOCK TAX SCHOOL | 4380 Bonita Road Bonita, CA 91902 http://www.hrblock.com | (619) 267-1040 |
| JACKSON HEWITT TAX SCHOOL | 4202 El Cajon Blvd #B San Diego, CA 92105 http://www.jacksonhewitt.com | (619) 283-5472 |
| Spreadsheets | | |
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |

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Taxation

| | | |
|---|---|----------------|
| H & R BLOCK TAX SCHOOL | 2120 B Highland Avenue National City, CA 91950 http://www.hrblock.com | (619) 474-8474 |
| JACKSON HEWITT TAX SERVICE | 475 College Boulevard, Suite J4 Oceanside, CA 92057 http://www.jacksonhewitt.com | (760) 940-6364 |
| JACKSON HEWITT TAX SERVICE | 1090 Third Avenue, Suite 2 Chula Vista, CA 91911 http://www.jacksonhewitt.com | (619) 422-6124 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |

ADULT AND CHILD DAY CARE CENTER DIRECTORS**Child Development**

| | | |
|---|---|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGUITO ADULT EDUCATION | 710 Encinitas Boulevard Encinitas, CA 92024 http://www.sdadulthood.com | (760) 753-7073 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Group Home Training

| | | |
|--|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|---|----------------|

Infant/Toddler Care

| | | |
|-------------------------------|---|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

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AMUSEMENT AND RECREATION ATTENDANTS

Blackjack Dealer

| | | |
|---|---|----------------|
| ACADEMY OF INTERNATIONAL BARTENDING AND CASINO DEALING | 8340 Vickers Street, Suite I and J San Diego, CA 92111 http://www.cardsandcocktails.com | (858) 560-6499 |
|---|---|----------------|

Golf Complex Operations and Management

| | | |
|-------------------------------|---|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SAN DIEGO GOLF ACADEMY | 7373 North Scottsdale Road, B-100 Scottsdale, AZ 85253 http://www.sdgagolf.com | (800) 342-7342 |

Golf Course/Sports Turf Management

| | | |
|-----------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Pai Gow Poker Dealer

| | | |
|---|---|----------------|
| ACADEMY OF INTERNATIONAL BARTENDING AND CASINO DEALING | 8340 Vickers Street, Suite I and J San Diego, CA 92111 http://www.cardsandcocktails.com | (858) 560-6499 |
|---|---|----------------|

Poker Dealer

| | | |
|---|---|----------------|
| ACADEMY OF INTERNATIONAL BARTENDING AND CASINO DEALING | 8340 Vickers Street, Suite I and J San Diego, CA 92111 http://www.cardsandcocktails.com | (858) 560-6499 |
|---|---|----------------|

ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION

Welding Technology/Welder

| | | |
|---|---|----------------|
| CENTER FOR EMPLOYMENT AND TRAINING | 3925 Market Street San Diego, CA 92102 http://www.cet2000.org/divisions/sandiego.htm | (619) 233-6829 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4675-D Viewridge Avenue San Diego, CA 92123 http://www.positivelyelectric.com | (858) 569-6322 |
| SAN DIEGO SHEET METAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4596 Mission Gorge Place San Diego, CA 92120-4106 http://www.sheetmetal-iti.org | (619) 265-2758 |

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AUTOMOTIVE BODY AND RELATED REPAIRERS

Auto Body Refinishing 1

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Auto Body Refinishing 2

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Auto Body Repair 1 and 2

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Auto Body Repair/Refinishing

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Auto Engine Performance/Emmision Control

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Auto Restoration and Customizing

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Auto Suspension/Steer/Brakes

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Autobody/Collision and Repair Technology/Technician

| | | |
|---------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
|---------------------------|--|----------------|

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Automotive Body Repair/Refinishing

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

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Automotive Engine Performance

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Automotive Technology, Advanced Engine Performance and Emissions

| | | |
|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
|-------------------------|--|----------------|

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Automotive Technology, ASEP

| | | |
|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
|-------------------------|--|----------------|

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Automotive Technology, Brakes and Front-End

| | | |
|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
|-------------------------|--|----------------|

| | | |
|-----------------------------|--|----------------|
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
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Automotive Technology, Engine Performance and Drive Train

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| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Automotive Technology, General

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
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Smog Technician

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| CALIFORNIA INSTITUTE OF AUTOMOTIVE TECHNOLOGY | 1620 Grand Avenue, #5 San Marcos, CA 92069 www.smogfix.com | (619) 579-8629 |
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AUTOMOTIVE MECHANICS

Advanced Emission Specialist

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| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
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Auto Engine Performance

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Auto Engine Performance/Emmision Control

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Auto Engine Rebuilding

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|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Auto Quick Service Technician

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Auto Suspension/Steer/Brakes

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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Autobody/Collision and Repair Technology/Technician

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|---|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Automobile/Automotive Mechanics/Technology/Technician

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|---------------------------------------|---|----------------|
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |

Automotive Engine Performance

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Automotive Engine Performance/Suspension/Steer/Brakes

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Automotive Engineering Technology/Technician

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| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Automotive Suspension/Steer/Brakes

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Automotive Technology, Advanced Engine Performance and Emissions

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|---|---|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Automotive Technology, ASEP

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|--|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |

Automotive Technology, Brakes and Front-End

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|-----------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Automotive Technology, Engine Performance and Drive Train

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|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Automotive Technology, General

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Automotive Transmission/Drive

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Engine Repair

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|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Engine Repair/Industrial/Advanced

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|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Engine Repair/Large Industrial

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Engine Repair/Motorcycle/Advanced

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Engine Repair/Small Motorcycle

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Power, Energy, and Transmission Technician

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|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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BIOINFORMATICIANS**Biochemistry/Biophysics and Molecular Biology**

| | | |
|-------------------------------|--|----------------|
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
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Bioinformatics

| | | |
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| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Biological and Physical Sciences

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| CHRISTIAN HERITAGE COLLEGE | 2100 Greenfield Drive El Cajon, CA 92019 http://www.christianheritage.edu | (619) 440-3043 |
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Computer Science

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| AVIATION AND ELECTRONIC SCHOOLS OF AMERICA | 7940 Silverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com | (858) 556-2184 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Introduction to Linux and Linux Clusters

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html | (619) 594-4922 |
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Java Programming

| | | |
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| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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Java Script

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
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Visual Basic

| | | |
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| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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BIOTECHNOLOGY RESEARCH ASSISTANTS

Applied Biology Track

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| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
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Applied Health Track

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| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
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Biology, General

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|--|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Biotechnology

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|---|---|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

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| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Clinical Trials Design and Management

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| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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Manufacturing Fundamentals for the Drug and Biology Industry

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| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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BROADCAST TECHNICIANS

Communication and Media Studies, Other

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|---------------------------------------|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |

Radio and Television Broadcasting

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| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |

CARPENTERS

Carpenter

| | | |
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| ASSOCIATED GENERAL CONTRACTORS OF AMERICA | 6212 Ferris Square San Diego, CA 92121 http://www.agcsd.org | (858) 558-0739 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SOUTHERN CALIFORNIA CARPENTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 8595 Mirilani Drive San Diego, CA 92126 http://www.californiacarpenters.org | (858) 621-2667 |

CHILD CARE WORKERS

Child Care Careers

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Child Care, Family

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| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
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Child Care, School Age

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| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
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Child Development

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| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGUITO ADULT EDUCATION | 710 Encinitas Boulevard Encinitas, CA 92024 http://www.sdadulted.com | (760) 753-7073 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Child Development, Care and Guidance

| | | |
|-----------------------------------|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |

Child Development, Infants and Toddlers

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| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Child Development, Preschool Children

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| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Child Development, School Age Child Care

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| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Family Consumer Science

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|---|--|----------------|
| SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1960 National Avenue San Diego, CA 92113 http://www.sandiegocet.net | (619) 230-2895 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER | 3792 Fairmount Avenue San Diego, CA 92105 http://www.sandiegocet.net | (619) 388-4500 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER | 3249 Fordham Street San Diego, CA 92110 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER | 4343 Ocean View Boulevard San Diego, CA 92113 http://www.sandiegocet.net | (619) 388-4955 |
| SAN DIEGO COMMUNITY COLLEGE, MID-CITY CENTER - NAVAJO CAMPUS | 6696 Wandermere Drive San Diego, CA 92120 http://www.sandiegocet.net | (619) 265-3495 |
| SAN DIEGO COMMUNITY COLLEGE, NORTH CITY CENTER - MIRAMAR CAMPUS | 10440 Black Mountain Road San Diego, CA 92126 http://www.sandiegocet.net | (858) 627-2545 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS | 3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - MISSION BAY CAMPUS | 4375 Lee Street San Diego, CA 92109 http://www.sandiegocet.net | (619) 221-6973 |

Family Day Care Provider

| | | |
|-----------------------------|--|----------------|
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
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Group Home Training

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

CIVIL ENGINEERING TECHNICIANS AND TECHNOLOGISTS

Civil Engineering, General

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
|-----------------------------------|---|----------------|

Civil Engineering, Other

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
|-----------------------------------|---|----------------|

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Civil Engineering/Civil Technology/Technician

| | | |
|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
|-------------------------|--|----------------|

Construction/Building Technology/Technician

| | | |
|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
|------------------------|---|----------------|

Structural Engineering

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
|--|--|----------------|

COMPUTER AIDED DESIGN (CAD) TECHNICIANS**Architecture Survey**

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
|-------------------------------|--|----------------|

Architecture Transfer

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
|-------------------------------|--|----------------|

Computer Aided Design and Drafting

| | | |
|--------------------------------|--|----------------|
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Computer Aided Drafting

| | | |
|---|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4675-D Viewridge Avenue San Diego, CA 92123 http://www.positivelyelectric.com | (858) 569-6322 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

Computer Assisted Drafting

| | | |
|--|---|----------------|
| RANDS SYSTEMS INC OCEAN POINT TECH CENTER | 5441 Avenida Encinas, Suite B Carlsbad, CA 92008 http://www.randssystems.com | (760) 431-8355 |
|--|---|----------------|

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Computer Assisted Manufacturing

| | | |
|--|---|----------------|
| RANDS SYSTEMS INC OCEAN POINT TECH CENTER | 5441 Avenida Encinas, Suite B Carlsbad, CA 92008 http://www.randssystems.com | (760) 431-8355 |
|--|---|----------------|

Design and Technology

| | | |
|-----------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Drafting/CAD/3D Modeling and Design.

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Drafting/Computer Aided

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Drafting/Computer Aided 1

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Drafting/Computer Aided 2

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

COMPUTER ANIMATORS

3COM/TCP-IP

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

3D Animation

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

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Commercial Art/Animation

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computer 3-D Design/Animation

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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Computer Design Virtual Reality

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Computer Operation/Micro Graphics Applications.

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Graphic Design

| | | |
|--|---|----------------|
| ART INSTITUTE OF CALIFORNIA | 10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu | (858) 546-0602 |
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| COLEMAN COLLEGE | 1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu | (760) 747-3990 |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE | 1010 Second Avenue, Suite 200 San Diego, CA 92101 http://www.fidm.edu | (619) 235-4515 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| PLATT COLLEGE, SAN DIEGO | 6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu | (619) 265-0107 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

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Interactive Media Certificate Program

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
|-------------------------------|--|----------------|

Java Programming

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Java Script

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
|--|--|----------------|

Web Graphics 1

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Web Graphics 2

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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Web Graphics 3

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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COMPUTER NETWORK ADMINISTRATORS / MANAGERS

3 COM/Wide Area Networks

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

3COM/TCP-IP

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

A+ Certification (Core Hardware)

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
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A+ Certification Operating Systems

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
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A+ Operating System Technology

| | | |
|---------------------------|--|----------------|
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
|---------------------------|--|----------------|

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Business Administration/Technology Management

| | | |
|---|--|----------------|
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |

Business and Computer Applications

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |

Business Computing and Information Management

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Certified Novell Administrator

| | | |
|----------------------------------|--|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |

Cisco Certified Network Associate

| | | |
|--|--|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1400 Park Boulevard San Diego, CA 92101 http://www.sandiegocet.net | (619) 230-2370 |

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Client/Server Technology

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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Comptia/Network Plus

| | | |
|-----------------------|--|----------------|
| TIG UNIVERSITY | 7810 Trade Street San Diego, CA 92121 http://www.tig.com | (858) 566-1900 |
|-----------------------|--|----------------|

Computer and Information Systems Security

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
|--|---|----------------|

Computer Applications and Networks

| | | |
|------------------------|---|----------------|
| COLEMAN COLLEGE | 1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu | (760) 747-3990 |
|------------------------|---|----------------|

Computer Network Administration

| | | |
|---------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |

Computer Networking Technology

| | | |
|---|--|----------------|
| ADVANCED TRAINING ASSOCIATES | 1900 Joe Crossen Drive El Cajon, CA 92020 http://www.advancedtraining.net | (619) 596-2766 |
| COLEMAN COLLEGE | 7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu | (619) 465-3990 |
| FIRST SOFTWARE ACADEMY | 9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org | (619) 464-2500 |
| HANDS ON TECHNICAL TRAINING | 557 Vista Bella Oceanside, CA 92057 http://www.hands-ontraining.net | (760) 757-9795 |
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Computer Security

| | | |
|--|--|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html | (619) 594-4922 |
|--|--|----------------|

Computer Technology/Computer Systems Technology

| | | |
|--------------------------------------|--|----------------|
| FOUNDATION COLLEGE, SAN DIEGO | 5353 Mission Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org | (619) 683-3273 |
| HANDS ON TECHNICAL TRAINING | 557 Vista Bella Oceanside, CA 92057 http://www.hands-ontraining.net | (760) 757-9795 |

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E-Marketing and E-Business

| | | |
|---|---|----------------|
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
|---|---|----------------|

High Tech Education Center

| | | |
|---|---|----------------|
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
|---|---|----------------|

I-Net+ Certification

| | | |
|----------------------------------|---|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
|----------------------------------|---|----------------|

Information Management Technology

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
|-------------------------------|--|----------------|

Information Systems Management

| | | |
|--|---|----------------|
| KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT | 2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu | (619) 683-2446 |
|--|---|----------------|

Information Systems Security

| | | |
|--------------------------------|---|----------------|
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
|--------------------------------|---|----------------|

Information Systems Technology

| | | |
|---|---|----------------|
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
| ADVANCED TRAINING ASSOCIATES | 1900 Joe Crossen Drive El Cajon, CA 92020 http://www.advancedtraining.net | (619) 596-2766 |
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER | 720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org | (619) 263-3115 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |

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|---|--|----------------|
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |
| Information Systems, General | | |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| Information Technology | | |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| Instructional Technology | | |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |

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**SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH
COUNTY SERVICE CENTER**3750 Mary Lane Escondido, CA 92025
<http://www.sdcoe.k12.ca.us/rop>

(760) 739-3529

Local Area Network Specialist

| | | |
|--------------------------|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
|--------------------------|--|----------------|

Macintosh Software

| | | |
|--|---|----------------|
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |

Microsoft Certification Program

| | | |
|---|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |

Microsoft Certified Professional (MCP)

| | | |
|--|--|----------------|
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
| TIG UNIVERSITY | 7810 Trade Street San Diego, CA 92121 http://www.tig.com | (858) 566-1900 |

Microsoft Certified Systems Administrator

| | | |
|--|---|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MONTGOMERY ADULT SCHOOL | 3240 Palm Avenue San Diego, CA 92154 Not Applicable | (619) 628-3017 |
| SAN DIEGO COMMUNITY COLLEGE'S EMPLOYEE TRAINING INSTITUTE | 3443 Camino Del Rio South, Suite 308 San Diego, CA 92108 http://www.workplace-eti.com | (619) 624-2272 |

Microsoft Systems Administrator (MCSA)

| | | |
|--|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |

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|---|---|----------------|
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Microsoft Windows 2000 Professional | | |
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
| Microsoft Windows 2000 Server | | |
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
| Microsoft Windows NT | | |
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| MICSE Windows 2000 | | |
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |
| Network Administration Technology | | |
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
| UNITED EDUCATION INSTITUTE | 310 Third Avenue, Suite C 7 Chula Vista, CA 91911 http://www.therightskills.com | (619) 409-4111 |
| UNITED EDUCATION INSTITUTE | 1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com | (619) 544-9800 |

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Network+ Certification

| | | |
|--|--|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| MONTGOMERY ADULT SCHOOL | 3240 Palm Avenue San Diego, CA 92154 Not Applicable | (619) 628-3017 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |

Novell Certification Program

| | | |
|--------------------------------|--|----------------|
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |
|--------------------------------|--|----------------|

Oracle Application Development

| | | |
|---|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |

Project Management

| | | |
|---|--|----------------|
| KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT | 2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu | (619) 683-2446 |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Sun Certified Network Administrator

| | | |
|-------------------------------------|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
|-------------------------------------|---|----------------|

Sun Certified System Administrator

| | | |
|-------------------------------------|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
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Systems Repair

| | | |
|-------------------------------------|---|----------------|
| COMPUTER EDUCATION INSTITUTE | 6160 Mission Gorge Road, Suite 108 San Diego, CA 92120 http://www.computer-education.com | (619) 282-9000 |
|-------------------------------------|---|----------------|

Technology Management

| | | |
|---|--|----------------|
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
|---|--|----------------|

COMPUTER PROGRAMMERS, INCLUDING AIDES

A+ Certification

| | | |
|-----------------------------------|--|----------------|
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MONTGOMERY ADULT SCHOOL | 3240 Palm Avenue San Diego, CA 92154 Not Applicable | (619) 628-3017 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |

C/C++

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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Computer and Information Systems Security

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
|--|---|----------------|

Computer Information Systems

| | | |
|---|---|----------------|
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cil/ac/028/index.html | (619) 296-8660 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |

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|---|---|----------------|
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |
| Computer Programming | | |
| ADVANCED TECHNOLOGY INSTITUTE | 4990 Greencraige Lane, Suite B San Diego, CA 92123 http://www.caitcareers.com | (858) 503-0951 |
| FIRST SOFTWARE ACADEMY | 9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org | (619) 464-2500 |
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - CARLSBAD | 5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - KEARNY MESA | 4542 Ruffner Road, Suite 300 San Diego, CA 92111 http://www.learnsoft.com | (858) 546-1400 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| Computer Science | | |
| AVIATION AND ELECTRONIC SCHOOLS OF AMERICA | 7940 Silverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com | (858) 556-2184 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cil/ac/028/index.html | (619) 296-8660 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |

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|---|---|----------------|
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Geographic Information Systems | | |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| Information Systems Technology | | |
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
| ADVANCED TRAINING ASSOCIATES | 1900 Joe Crossen Drive El Cajon, CA 92020 http://www.advancedtraining.net | (619) 596-2766 |
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER | 720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org | (619) 263-3115 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |

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Introduction to Linux and Linux Clusters

| | | |
|--|--|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html | (619) 594-4922 |
|--|--|----------------|

Java Programming

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Java Script

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
|--|--|----------------|

Linux Cluster Technology

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
|--|---|----------------|

Linux Networking

| | | |
|-----------------------------------|---|----------------|
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
|-----------------------------------|---|----------------|

Linux+ Certification

| | | |
|----------------------------------|--|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |

Lotus Notes Internet

| | | |
|-----------------------------|---|----------------|
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
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Management Information Systems, General

| | | |
|---------------------------------------|---|----------------|
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
|---------------------------------------|---|----------------|

QuarkXpress Production 1

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

QuarkXpress Production 2

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Sun Certified Java Programming

| | | |
|-------------------------------------|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
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UNIX Systems Administration

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Visual Basic

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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COMPUTER SUPPORT SPECIALISTS

Advanced Technologies

| | | |
|--|---|----------------|
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |

Business Computing and Information Management

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Certified Novell Administrator

| | | |
|----------------------------------|--|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |

Client/Server Technology

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Computer Administrator

| | | |
|--------------------------|--|----------------|
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
|--------------------------|--|----------------|

Computer and Information Systems Security

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
|--|---|----------------|

Computer Information Technology

| | | |
|-------------------------------------|---|----------------|
| COMPUTER EDUCATION INSTITUTE | 6160 Mission Gorge Road, Suite 108 San Diego, CA 92120 http://www.computer-education.com | (619) 282-9000 |
|-------------------------------------|---|----------------|

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Computer Installer and Repair Technology/Technician

| | | |
|---|--|----------------|
| ADVANCED TRAINING ASSOCIATES | 1900 Joe Crossen Drive El Cajon, CA 92020 http://www.advancedtraining.net | (619) 596-2766 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Computer Repair

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computer Repair 1 and 2

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computer Repair Technical/Real Skills A+ Certification

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Computer Repair/MS Windows 2000

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computer Repair/MS Windows XP

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computer Repair/Operating Systems Diagnosis

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computer Representative/Hardware and Software Upgrades

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Computer Representative/Office Automated Equipment

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Computer Representative/Repair and Service

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Computer Security

| | | |
|--|--|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html | (619) 594-4922 |
|--|--|----------------|

Computer Support Technician

| | | |
|---|---|----------------|
| AVIATION AND ELECTRONIC SCHOOLS OF AMERICA | 7940 Silverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com | (858) 556-2184 |
| NORDSTROM BUSINESS INSTITUTE | 6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366 Not Applicable | (619) 281-4600 |
| NORDSTROM BUSINESS INSTITUTE | 500 West Vista Way Vista, CA 92083-5704 Not Applicable | (760) 631-1360 |

Computer Systems Technology

| | | |
|---------------------------------------|---|----------------|
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |

Computer Technology/Computer Repair

| | | |
|---|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER | 720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org | (619) 263-3115 |

Computer Technology/Computer Systems Technology

| | | |
|--------------------------------------|--|----------------|
| FOUNDATION COLLEGE, SAN DIEGO | 5353 Mission Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org | (619) 683-3273 |
| HANDS ON TECHNICAL TRAINING | 557 Vista Bella Oceanside, CA 92057 http://www.hands-ontraining.net | (760) 757-9795 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |

Desktop Support Specialist

| | | |
|--------------------------------------|--|----------------|
| FOUNDATION COLLEGE, SAN DIEGO | 5353 Mission Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org | (619) 683-3273 |
|--------------------------------------|--|----------------|

HelpDesk Certified Professionals

| | | |
|----------------------------------|---|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
|----------------------------------|---|----------------|

Information Sciences and Systems

| | | |
|-------------------------------|--|----------------|
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
|-------------------------------|--|----------------|

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Information Systems Security

| | | |
|--------------------------------|---|----------------|
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
|--------------------------------|---|----------------|

Information Systems Technology

| | | |
|---|---|----------------|
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
| ADVANCED TRAINING ASSOCIATES | 1900 Joe Crossen Drive El Cajon, CA 92020 http://www.advancedtraining.net | (619) 596-2766 |
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER | 720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org | (619) 263-3115 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |

Information Systems, General

| | | |
|---|---|----------------|
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

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Information Technology

| | | |
|---|--|----------------|
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |

Information Technology and Networking

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Information Technology Pathway

| | | |
|---|--|----------------|
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
|---|--|----------------|

Instructional Technology

| | | |
|---|---|----------------|
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Management Information Systems, General

| | | |
|---------------------------------------|---|----------------|
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
|---------------------------------------|---|----------------|

Microsoft Certification Program

| | | |
|---|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |

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Microsoft Desktop Applications

| | | |
|--------------------------------|---|----------------|
| EXECUTRAIN OF SAN DIEGO | 10180 Telesis Court, Suite 300 San Diego, CA 92121 http://www.executrainlive.com | (858) 455-1050 |
|--------------------------------|---|----------------|

Microsoft Office Applications

| | | |
|--|--|----------------|
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |

Network Administration Technology

| | | |
|---------------------------------------|---|----------------|
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
| UNITED EDUCATION INSTITUTE | 1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com | (619) 544-9800 |
| UNITED EDUCATION INSTITUTE | 310 Third Avenue, Suite C 7 Chula Vista, CA 91911 http://www.therightskills.com | (619) 409-4111 |

Novell Certification Program

| | | |
|--------------------------------|--|----------------|
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |
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Windows for Technicians

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

CONCRETE AND TERRAZZO FINISHERS

Building/Construction Finishing, Management, and Inspection, Other

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY CEMENT MASON TRUST | 6212 Ferris Square San Diego, CA 92121 http://www.agcsd.org | (858) 558-0739 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

CONSTRUCTION MANAGERS

Construction Management

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Construction Supervisory Series

| | | |
|---|---|----------------|
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
|---|---|----------------|

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Contractors License Exam Preparation

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|--|---|----------------|
| ACADEMY OF CONTRACTOR LICENSING | 7514 Girard Avenue, PMB-242 La Jolla, CA 92037 http://www.aclc.com | (858) 551-8937 |
| ANTHONY SCHOOLS OF SAN DIEGO | 5939 Balboa Avenue San Diego, CA 92111 http://www.anthonyschools.com | (858) 571-0800 |
| GOLDEN STATE CONTRACTORS SCHOOL | 2515 Camino Del Rio South, Suite 100 San Diego, CA 92108 Not Applicable | (619) 296-9811 |
| GOLDEN STATE CONTRACTORS SCHOOL | 2123 Industrial Court, Suite D Vista, CA 92083 Not Applicable | (760) 598-9330 |

COOKS - RESTAURANT

Culinary Arts/Chef Training

| | | |
|--|--|----------------|
| ART INSTITUTE OF CALIFORNIA | 10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu | (858) 546-0602 |
| BALBOA PARK FOOD AND WINE SCHOOL | 1549 El Prado San Diego, CA 92101 http://www.balboawinefood.com | (619) 557-9441 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| NATIONAL CULINARY AND BAKERY SCHOOL | 8400 Center Drive La Mesa, CA 91942 http://www.nationalschools.com | (619) 461-2800 |

Food Safety

| | | |
|-------------------------------|---|----------------|
| FAMILY HEALTH SERVICES | 3500 5th Avenue Suite 203 San Diego, CA 92103 Not Applicable | (619) 294-2192 |
|-------------------------------|---|----------------|

Food Service Occupations

| | | |
|---|---|----------------|
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |

DENTAL ASSISTANTS

Dental Assisting/Assistant

| | | |
|----------------------------------|---|----------------|
| CONCORDE CAREER INSTITUTE | 123 Camino De La Reina San Diego, CA 92108 http://www.concordecareercolleges.com/sandiego/default.asp | (619) 688-0800 |
|----------------------------------|---|----------------|

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| EXCELLE MEDICAL AND DENTAL COLLEGE | 3251 Adams Avenue, Suite A San Diego, CA 92116 http://www.excellecollege.com | (619) 584-6262 |
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhdsd.net | (619) 401-4356 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| PIMA MEDICAL INSTITUTE | 780 Bay Boulevard, Suite 101 Chula Vista, CA 91910 http://www.pimamedical.com | (619) 425-3200 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| UNITED EDUCATION INSTITUTE | 310 Third Avenue, Suite C 7 Chula Vista, CA 91911 http://www.therightskills.com | (619) 409-4111 |
| UNITED EDUCATION INSTITUTE | 1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com | (619) 544-9800 |

DESKTOP PUBLISHING - GRAPHIC DESIGNERS

Computerized Graphic Design/QuarkXpress

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Desktop Publishing/Computer Graphics

| | | |
|---|---|----------------|
| ACCESS, INC. | 2612 Daniel Avenue San Diego, CA 92111 http://www.access2jobs.org | (858) 560-0871 |
| LEARNSOFT UNIVERSITY | 10650 Treena Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - CARLSBAD | 5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - KEARNY MESA | 4542 Ruffner Road, Suite 300 San Diego, CA 92111 http://www.learnsoft.com | (858) 546-1400 |

Graphic Communications, General

| | | |
|---------------------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |

Graphic Design

| | | |
|------------------------------------|---|----------------|
| ART INSTITUTE OF CALIFORNIA | 10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu | (858) 546-0602 |
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| COLEMAN COLLEGE | 1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu | (760) 747-3990 |

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| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE | 1010 Second Avenue, Suite 200 San Diego, CA 92101 http://www.fidm.edu | (619) 235-4515 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| PLATT COLLEGE, SAN DIEGO | 6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu | (619) 265-0107 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| Graphics and Publishing | | |
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - CARLSBAD | 5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - KEARNY MESA | 4542 Ruffner Road, Suite 300 San Diego, CA 92111 http://www.learnsoft.com | (858) 546-1400 |
| Multimedia Specialist | | |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| Printing and Graphics Technology | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |

QuarkXpress Production 1

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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QuarkXpress Production 2

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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DRAFTERS**Drafting and Design Technology/Technician, General**

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|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Drafting, Other

| | | |
|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
|------------------------|---|----------------|

Drafting/Designing Engineering Technologies/Technicians, Other

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|---------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
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Mechanical Drafting

| | | |
|---------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
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ELECTRICAL AND ELECTRONIC ASSEMBLERS**Computer Installer and Repair Technology/Technician**

| | | |
|---|--|----------------|
| ADVANCED TRAINING ASSOCIATES | 1900 Joe Crossen Drive El Cajon, CA 92020 http://www.advancedtraining.net | (619) 596-2766 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Touch-Up and Rework

| | | |
|---|---|----------------|
| CENTER FOR EMPLOYMENT AND TRAINING | 1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 http://www.cet2000.org/divisions/escondid.htm | (760) 747-9115 |
|---|---|----------------|

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ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS

Computer and Electronics Engineering Technology

| | | |
|--------------------------------|---|----------------|
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
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Electrical and Electronic Engineering-Related Technologies/Technicians, Other

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Electrical, Electronic, and Communication Engineering Technology/Technician

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|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Electronics Engineering Technology

| | | |
|--------------------------------|---|----------------|
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |

Mecomtronics

| | | |
|-------------------------------|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
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ELECTRICAL AND ELECTRONIC ENGINEERS

Computer and Electronics Engineering Technology

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|--------------------------------|---|----------------|
| ITT TECHNICAL INSTITUTE | 9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu | (858) 571-8500 |
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Electrical, Electronic, and Communication Engineering Technology/Technician

| | | |
|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
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Electrical, Electronics and Communication Engineering

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|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

ELECTRICIANS**Apprenticeship**

| | | |
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| NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION | 1660 Hotel Circle North, Suite 314 San Diego, CA 92108 http://www.necasandiego.org | (619) 203-0790 |
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Associated Builders and Contractors Electrical

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|-------------------------------|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
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Construction Electrician 1

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Construction Trades, General

| | | |
|---|---|----------------|
| BLACK CONTRACTORS ASSOCIATION OF SAN DIEGO | 6125 Imperial Aveune San Diego, CA 92114 http://www.bcasd.org | (619) 263-9791 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Construction/General

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Electrcal and Electronics Equipment, Wiring

| | | |
|---|--|----------------|
| SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4675-D Viewridge Avenue San Diego, CA 92123 http://www.positivelyelectric.com | (858) 569-6322 |
|---|--|----------------|

Electric Utility Industry

| | | |
|--|---|----------------|
| APPLIED PROFESSIONAL TRAINING INC | 2382 Camino Vida Roble, Suite C Carlsbad, CA 92009 http://www.aptc.com | (800) 431-8488 |
|--|---|----------------|

Electrician

| | | |
|--|--|----------------|
| ASSOCIATED BUILDERS AND CONTRACTORS PROGRAM | 4499 Ruffin Road, Suite 300 San Diego, CA 92123 http://www.abcsd.org | (858) 492-9300 |
|--|--|----------------|

Electricity

| | | |
|-------------------------------|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
|-------------------------------|---|----------------|

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Electronics Technician

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

EVENTS / MEETING PLANNERS

Hospitality and Recreation Marketing Operations, General

| | | |
|---------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
|---------------------------|--|----------------|

Hospitality/Administration Management, General

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|--|---|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO HOSPITALITY INSTITUTE | 930 Gateway Center Way San Diego, CA 92102 Not Applicable | (619) 527-0457 |
| TRAVEL UNIVERSITY INTERNATIONAL | 3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123 http://www.traveluniversity.edu | (858) 292-9755 |

Marketing, Meetings and Special Events

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Meeting and Events Planning

| | | |
|---|---|----------------|
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
|---|---|----------------|

FIBER OPTIC TECHNICIANS

Electrical and Electronics Maintenance and Repair Technology, Other

| | | |
|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
|------------------------|---|----------------|

Fiber Optics

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|---|---|----------------|
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
| AVIATION AND ELECTRONIC SCHOOLS OF AMERICA | 7940 Silverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com | (858) 556-2184 |
| NATIONAL COMMUNICATIONS TRAINING CENTERS | 340 Rancheros Drive, Unit 264D San Marcos, CA 92069-2981 http://www.nctc.nu | (760) 471-9561 |
| RWM FIBER OPTICS | 1125 Linda Vista Drive, Suite 102 San Marcos, CA 92069 http://www.rwm.org/rwm/fib.shtml | (760) 471-2259 |
| SOUTHERN CALIFORNIA CNC TRAINING CENTER | 340 Rancheros Drive, Suite 264D San Marcos, CA 92069 http://www.nctc.nu | (760) 471-9561 |
| TECHNOLOGY STANDARDS GROUP | 1125 Linda Vista Road, Suite 102 San Marcos, CA 92069 http://www.cabcert.com | (760) 754-9129 |

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Telecommunications Technology/Technician**ADVANCED COLLEGE OF TECHNOLOGY**

10085 Scripps Ranch Court, Suite D San Diego, CA 92131
<http://www.atechnicalcollege.com>

(858) 547-4160

FINANCIAL MANAGERS**Accounting and Finance****KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT**

2655 Camino Del Rio North, Suite 201 San Diego, CA 92108
<http://www.keller.edu>

(619) 683-2446

STANLEY H KAPLAN EDUCATIONAL CENTER LTD.

4350 Executive Drive, Suite 305 San Diego, CA 92121
<http://www.kaplan.com>

(858) 457-7595

Business Administration**ALLIANT INTERNATIONAL UNIVERSITY**

10455 Pomerado Road San Diego, CA 92131
<http://www.alliant.edu>

(858) 635-4772

CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION

2423 Hoover Avenue National City, CA 91950
<http://www.cchs.edu>

(619) 477-4800

CALIFORNIA PACIFIC UNIVERSITY

9683 Tierra Grande Street, Suite 100 San Diego, CA 92126
<http://www.cpu.edu>

(760) 739-7730

INTERNATIONAL SCHOOL OF MANAGEMENT, THE

1250 Sixth Avenue, Eighth Floor San Diego, CA 92101
<http://www.ism.edu>

(619) 702-9400

KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT

2655 Camino Del Rio North, Suite 201 San Diego, CA 92108
<http://www.keller.edu>

(619) 683-2446

NATIONAL UNIVERSITY - BALBOA

4719 Viewridge Avenue San Diego, CA 92123-1641
<http://www.nu.edu>

(619) 563-2500

NATIONAL UNIVERSITY - CHULA VISTA

660 Bay Boulevard Chula Vista, CA 91910-5200
<http://www.nu.edu>

(619) 563-7415

NATIONAL UNIVERSITY - KEARNY MESA

3580 Aero Court San Diego, CA 92123
<http://www.nu.edu>

(619) 563-7300

NATIONAL UNIVERSITY - LA MESA

7787 Alvarado Road La Mesa, CA 91941
<http://www.nu.edu>

(619) 337-7500

NATIONAL UNIVERSITY - MISSION VALLEY

4141 Camino Del Rio South San Diego, CA 92108
<http://www.nu.edu>

(619) 563-7300

NATIONAL UNIVERSITY - SPECTRUM

9388 Lightwave Avenue San Diego, CA 92123-1426
<http://www.nu.edu>

(858) 541-7700

NATIONAL UNIVERSITY - VISTA

2022 University Drive Vista, CA 92083-7795
<http://www.nu.edu>

(760) 945-6100

POINT LOMA NAZARENE UNIVERSITY

3900 Lomaland Drive San Diego, CA 92106-2899
<http://www.ptloma.edu>

(619) 849-2200

SAN DIEGO MESA COLLEGE

7250 Mesa College Drive San Diego, CA 92111
<http://www.sandiegomesacollege.net>

(619) 388-2600

SOUTHWESTERN COLLEGE

900 Otay Lakes Road Chula Vista, CA 91910
<http://www.swc.cc.ca.us>

(619) 421-6700

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|---|---|----------------|
| UNITED EDUCATION INSTITUTE | 310 Third Avenue, Suite C 7 Chula Vista, CA 91911 http://www.therightskills.com | (619) 409-4111 |
| UNITED EDUCATION INSTITUTE | 1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com | (619) 544-9800 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| Business Administration/Accounting | | |
| COMPUTER EDUCATION INSTITUTE | 6160 Mission Gorge Road, Suite 108 San Diego, CA 92120 http://www.computer-education.com | (619) 282-9000 |
| Business Administration/Management | | |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| CHRISTIAN HERITAGE COLLEGE | 2100 Greenfield Drive El Cajon, CA 92019 http://www.christianheritage.edu | (619) 440-3043 |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| INTERNATIONAL SCHOOL OF MANAGEMENT, THE | 1250 Sixth Avenue, Eighth Floor San Diego, CA 92101 http://www.ism.edu | (619) 702-9400 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |

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| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Business Management | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| Business/Accounting | | |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |

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Business/Commerce, General

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| CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION | 2423 Hoover Aveune National City, CA 91950 http://www.cchs.edu | (619) 477-4800 |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1400 Park Boulevard San Diego, CA 92101 http://www.sandiegocet.net | (619) 230-2370 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER | 3792 Fairmount Avenue San Diego, CA 92105 http://www.sandiegocet.net | (619) 388-4500 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER | 3249 Fordham Street San Diego, CA 92110 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER | 4343 Ocean View Boulevard San Diego, CA 92113 http://www.sandiegocet.net | (619) 388-4955 |
| SAN DIEGO COMMUNITY COLLEGE, MID-CITY CENTER - NAVAJO CAMPUS | 6696 Wandermere Drive San Diego, CA 92120 http://www.sandiegocet.net | (619) 265-3495 |
| SAN DIEGO COMMUNITY COLLEGE, NORTH CITY CENTER - MIRAMAR CAMPUS | 10440 Black Mountain Road San Diego, CA 92126 http://www.sandiegocet.net | (858) 627-2545 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS | 3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGUITO ADULT EDUCATION | 710 Encinitas Boulevard Encinitas, CA 92024 http://www.sdadulted.com | (760) 753-7073 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Business/e-Business

| | | |
|---|---|----------------|
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |

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Computer Business Applications**SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO
SERVICE CENTER SAN DIEGO CITY SCHOOLS**6735 Gifford Way San Diego, CA 92111
http://www.sdcoe.k12.ca.us/rop

(858) 292-3529

Contract Management**SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES**5250 Campanile Drive San Diego, CA 92182
http://www.neverstoplearning.net

(619) 594-4704

Finance and Financial Management Services, Other**ESCONDIDO ADULT EDUCATION**3750 Mary Lane Escondido, CA 92025
Not Applicable

(760) 739-7300

Finance, General**CALIFORNIA STATE UNIVERSITY, SAN MARCOS**333 South Twin Oaks Valley Road San Marcos, CA 92096
http://www.csusm.edu

(760) 750-4000

SOUTHWESTERN COLLEGE900 Otay Lakes Road Chula Vista, CA 91910
http://www.swc.cc.ca.us

(619) 421-6700

UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM9500 Gilman Drive, Department 0176-H La Jolla, CA 92093
http://www.extension.ucsd.edu

(858) 534-3400

Financial Analysis**KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT**2655 Camino Del Rio North, Suite 201 San Diego, CA 92108
http://www.keller.edu

(619) 683-2446

Financial Management**NATIONAL UNIVERSITY - MISSION VALLEY**4141 Camino Del Rio South San Diego, CA 92108
http://www.nu.edu

(619) 563-7300

NATIONAL UNIVERSITY - SPECTRUM9388 Lightwave Avenue San Diego, CA 92123-1426
http://www.nu.edu

(858) 541-7700

Investments and Securities**SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE**4675-D Viewridge Avenue San Diego, CA 92123
http://www.positivelyelectric.com

(858) 569-6322

FIREFIGHTERS**Emergency Medical Technology/Technician (Paramedic)****PALOMAR COLLEGE**1140 West Mission Road San Marcos, CA 92069-1487
http://www.palomar.edu

(760) 744-1150

UNIVERSITY OF SAN DIEGO5998 Alcalá Park San Diego, CA 92110
http://www.acusd.edu

(619) 260-4600

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Fire Protection and Safety Technology/Technician

| | | |
|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
|------------------------|---|----------------|

Fire Protection, Other

| | | |
|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
|------------------------|---|----------------|

Fire Science/Firefighting

| | | |
|---|--|----------------|
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhsd.net | (619) 401-4356 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Firefighting/Basic Skills and Techniques

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

FITNESS / WELLNESS COORDINATORS

Athletic Training

| | | |
|---------------------------------------|---|----------------|
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
|---------------------------------------|---|----------------|

Exercise and Nutritional Sciences

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
|-----------------------------------|---|----------------|

Exercise Sciences/Physiology and Movement Studies

| | | |
|---------------------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |

Fitness Instruction/Exercise Science

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

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Health and Physical Education/Fitness, Other

| | | |
|----------------------------------|--|----------------|
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhsd.net | (619) 401-4356 |
|----------------------------------|--|----------------|

Health-Related Knowledge and Skills, Other

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|----------------------------------|--|----------------|
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhsd.net | (619) 401-4356 |
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Kinesiology

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
|-----------------------------------|---|----------------|

Nutrition and Food

| | | |
|---------------------------------------|---|----------------|
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
|---------------------------------------|---|----------------|

Nutritional Sciences

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
|-----------------------------------|---|----------------|

Sports and Exercise

| | | |
|---|--|----------------|
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER | 7405 Mesa College Drive San Diego, CA 92111 http://www.sandiegocet.net | (858) 627-2545 |
|---|--|----------------|

Yoga Teacher Training/Yoga Therapy

| | | |
|---------------------------------|--|----------------|
| VITALITY TRAINING CENTER | 243 North Highway 101, Suite 5 Solana Beach, CA 92075 http://www.vitalitytrainingcenter.com | (858) 259-9491 |
|---------------------------------|--|----------------|

FOOD PREPARATION WORKERS**Food Handlers**

| | | |
|-------------------------------|---|----------------|
| FAMILY HEALTH SERVICES | 3500 5th Avenue Suite 203 San Diego, CA 92103 Not Applicable | (619) 294-2192 |
|-------------------------------|---|----------------|

Food Safety

| | | |
|-------------------------------|---|----------------|
| FAMILY HEALTH SERVICES | 3500 5th Avenue Suite 203 San Diego, CA 92103 Not Applicable | (619) 294-2192 |
|-------------------------------|---|----------------|

Food Service Occupations

| | | |
|---|---|----------------|
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

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| | | |
|---|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |
| Hospitality/Food Service | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| FOREIGN LANGUAGE AND LITERATURE TEACHERS, POSTSECONDARY | | |
| Arabic Language and Literature | | |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| Bilingual/Bicultural Education | | |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| Chinese Language and Literature | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
| Classics and Classical Languages and Literatures | | |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
| Foreign Languages and Literatures, General | | |
| FOUNDATION COLLEGE, SAN DIEGO | 5353 Mission Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org | (619) 683-3273 |
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhds.net | (619) 401-4356 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGUITO ADULT EDUCATION | 710 Encinitas Boulevard Encinitas, CA 92024 http://www.sdadulthood.com | (760) 753-7073 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |

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French Language and Literature

| | | |
|-----------------------------------|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

German Language and Literature

| | | |
|--|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

Japanese Language and Literature

| | | |
|--|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

Romance Languages

| | | |
|---------------------------------------|---|----------------|
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
|---------------------------------------|---|----------------|

Russian Language and Literature

| | | |
|-----------------------------------|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |

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Spanish

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|---------------------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| INTERAMERICAN COLLEGE | 1627 Hoover Avenue National City, CA 91950 http://www.iacnc.edu | (619) 477-6310 |
| LANGUAGE WORLD | 3741 India Street San Diego, CA 92103 Not Applicable | (619) 692-3181 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

World Languages and Hispanic Literatures

| | | |
|--|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
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GENERAL OFFICE CLERKS

Business and Financial Markets

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Business Environments

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Business, Typing

| | | |
|-----------------------------------|---|----------------|
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
|-----------------------------------|---|----------------|

Business/Computer Applications

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Computer Skills Training

| | | |
|---------------------------------------|---|----------------|
| OCCUPATIONAL TRAINING SERVICES | 8799 Balboa Avenue, Suite 100 San Diego, CA 92123-1537 http://www.ots-sdchc.org | (858) 560-0411 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |

Computerized Office Skills

| | | |
|--|--|----------------|
| SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1400 Park Boulevard San Diego, CA 92101 http://www.sandiegocet.net | (619) 230-2370 |
|--|--|----------------|

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| SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1960 National Avenue San Diego, CA 92113 http://www.sandiegocet.net | (619) 230-2895 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER | 3792 Fairmount Avenue San Diego, CA 92105 http://www.sandiegocet.net | (619) 388-4500 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER | 7405 Mesa College Drive San Diego, CA 92111 http://www.sandiegocet.net | (858) 627-2545 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER | 3249 Fordham Street San Diego, CA 92110 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER | 4343 Ocean View Boulevard San Diego, CA 92113 http://www.sandiegocet.net | (619) 388-4955 |
| SAN DIEGO COMMUNITY COLLEGE, MID-CITY CENTER - NAVAJO CAMPUS | 6696 Wandermere Drive San Diego, CA 92120 http://www.sandiegocet.net | (619) 265-3495 |
| SAN DIEGO COMMUNITY COLLEGE, NORTH CITY CENTER - MIRAMAR CAMPUS | 10440 Black Mountain Road San Diego, CA 92126 http://www.sandiegocet.net | (858) 627-2545 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS | 3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.sandiegocet.net | (619) 221-6973 |
| Computerized Office/Accounting (COA) | | |
| VALLEY CAREER COLLEGE | 878 Jackman Street El Cajon, CA 92020 http://www.valleycareercollege.com | (619) 593-5111 |
| General Office Occupations and Clerical Services | | |
| ABLE-DISABLED ADVOCACY | 2850 Sixth Avenue, Suite 311 San Diego, CA 92103 http://www.abledisabledadvocacy.org | (619) 231-5990 |
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhsd.net | (619) 401-4356 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER | 7405 Mesa College Drive San Diego, CA 92111 http://www.sandiegocet.net | (858) 627-2545 |
| Office Assistant | | |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1400 Park Boulevard San Diego, CA 92101 http://www.sandiegocet.net | (619) 230-2370 |
| SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1960 National Avenue San Diego, CA 92113 http://www.sandiegocet.net | (619) 230-2895 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER | 3249 Fordham Street San Diego, CA 92110 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER | 4343 Ocean View Boulevard San Diego, CA 92113 http://www.sandiegocet.net | (619) 388-4955 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS | 3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.sandiegocet.net | (619) 221-6973 |

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GRAPHIC ART DESIGNERS

Art, Culture, and Design

| | | |
|---|--|----------------|
| FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE | 1010 Second Avenue, Suite 200 San Diego, CA 92101 http://www.fidm.edu | (619) 235-4515 |
|---|--|----------------|

Art, Graphic Design (Transfer)

| | | |
|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
|-------------------------|--|----------------|

Computer Graphic Arts

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Computer Graphic Design/ Dreamweaver

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|--|----------------|

Computer Graphic Design/ Golive

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Computer Graphic Design/ Imageready

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Computer Graphic Design/Illustrator/ACE

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|--|----------------|

Computer Graphics/Graphic Design/Drawing

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|--|----------------|

Computer Graphics/Graphic Design/Layout

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|--|----------------|

Computer Technical Illustration

| | | |
|-------------------------------|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
|-------------------------------|---|----------------|

Computerized Graphic Design

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| Computerized Graphic Design/Advanced | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Computerized Graphic Design/Illustrator | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Computerized Graphic Design/Indesign | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Computerized Graphic Design/QuarkXpress | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Creative Direction with Digital Media | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Digital Design | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Fine Art, 2D | | |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| Fine Art, 3D | | |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| Graphic Applications | | |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| Graphic Communications, General | | |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |

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Graphic Design

| | | |
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| ART INSTITUTE OF CALIFORNIA | 10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu | (858) 546-0602 |
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| COLEMAN COLLEGE | 1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu | (760) 747-3990 |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE | 1010 Second Avenue, Suite 200 San Diego, CA 92101 http://www.fidm.edu | (619) 235-4515 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| PLATT COLLEGE, SAN DIEGO | 6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu | (619) 265-0107 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

QuarkXpress Production 1

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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QuarkXpress Production 2

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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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HOME HEALTH AIDES

Certified Home Health Aide (CHHA)

| | | |
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| THE GLENNER FAMILY CENTERS, INC. | 2017 Felicita Road Escondido, CA 92025 http://www.alzheimerhelp.org | (760) 480-2282 |
| THE GLENNER FAMILY CENTERS, INC. | 3702 Fourth Avenue San Diego, CA 92103-4203 http://www.alzheimerhelp.org | (619) 543-4700 |

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Family Life Services

| | | |
|---------------------------------------|---|----------------|
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
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Health Care Essentials

| | | |
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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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Healthcare Essentials/VESL

| | | |
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| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Home Health Aide

| | | |
|---|--|----------------|
| GOLDEN HILL HEALTH CAREERS ACADEMY | 2469 Broadway San Diego, CA 92102 http://www.goldenhillcdc.org | (619) 696-6053 |
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Nurse Assistant/Home Health Aide

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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Residential Home Inspection

| | | |
|---------------------------------------|--|----------------|
| INSPECTION TRAINING ASSOCIATES | 1016 South Tremont Street Oceanside, CA 92054 http://www.home-inspect.com | (760) 967-4184 |
|---------------------------------------|--|----------------|

INTERIOR DESIGNERS

Interior Design

| | | |
|--------------------------------------|---|----------------|
| DESIGN INSTITUTE OF SAN DIEGO | 8555 Commerce Avenue San Diego, CA 92121 http://www.disd.edu | (858) 566-1200 |
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| FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE | 1010 Second Avenue, Suite 200 San Diego, CA 92101 http://www.fidm.edu | (619) 235-4515 |
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|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
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INTERNET WEB SITE DESIGNERS / DEVELOPERS

3COM/TCP-IP

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
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C# and XML (Extensible Markup Language)

| | | |
|---|--|----------------|
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Certified Internet Webmasters (CIW) Foundations

| | | |
|--|---|----------------|
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
| SAN DIEGO COMMUNITY COLLEGE'S EMPLOYEE TRAINING INSTITUTE | 3443 Camino Del Rio South, Suite 308 San Diego, CA 92108 http://www.workplace-eti.com | (619) 624-2272 |

Computer and Information Sciences, General

| | | |
|---|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| COLEMAN COLLEGE | 1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu | (760) 747-3990 |
| COLEMAN COLLEGE | 7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu | (619) 465-3990 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |

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Computer Engineering

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

Computer Information Systems

| | | |
|---|---|----------------|
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |

Computer Science

| | | |
|---|---|----------------|
| AVIATION AND ELECTRONIC SCHOOLS OF AMERICA | 7940 Silverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com | (858) 556-2184 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |

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| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Computer/Web Site Design | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| Computerized Graphic Design/QuarkXpress | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Digital Design | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| E-Marketing and E-Business | | |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| Information Sciences and Systems | | |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| Interactive Telecommunications | | |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| Internet and Multimedia Technology | | |
| FIRST SOFTWARE ACADEMY | 9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org | (619) 464-2500 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| Internet and Website Development | | |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| Internet Fundamentals | | |
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |

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| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |
| LEARNSOFT UNIVERSITY | 10650 Treena Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - CARLSBAD | 5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - KEARNY MESA | 4542 Ruffner Road, Suite 300 San Diego, CA 92111 http://www.learnsoft.com | (858) 546-1400 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
| Internet Publishing and Web Design | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Java Programming | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Java Script | | |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
| Lotus Notes Internet | | |
| LEARNSOFT UNIVERSITY | 10650 Treena Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| Master Certified Internet Webmaster (CIW) Designer | | |
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| Multimedia Technology for Web Page Design | | |
| FOUNDATION COLLEGE, SAN DIEGO | 5353 Mission Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org | (619) 683-3273 |
| Multimedia Technology, Desktop Publishing, and Web Design | | |
| FOUNDATION COLLEGE, SAN DIEGO | 5353 Mission Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org | (619) 683-3273 |
| Oracle Application Development | | |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |

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| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
| Oracle Database Administration | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Oracle Internet Academy/Web Database Design | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| QuarkXpress Production 1 | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| QuarkXpress Production 2 | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| Specialized Web Design | | |
| PLATT COLLEGE, SAN DIEGO | 6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu | (619) 265-0107 |
| Visual Basic | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Visual Basic Programming | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Web Development | | |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| EXECUTRAIN OF SAN DIEGO | 10180 Telesis Court, Suite 300 San Diego, CA 92121 http://www.executrainlive.com | (858) 455-1050 |
| FIRST SOFTWARE ACADEMY | 9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org | (619) 464-2500 |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

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Web Page Design

| | | |
|---|--|----------------|
| FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE | 1010 Second Avenue, Suite 200 San Diego, CA 92101 http://www.fidm.edu | (619) 235-4515 |
| MONTGOMERY ADULT SCHOOL | 3240 Palm Avenue San Diego, CA 92154 Not Applicable | (619) 628-3017 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Web/Multimedia Management and Webmaster

| | | |
|-----------------------------|--|----------------|
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |

JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS**Commercial Cleaning**

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Custodial, Housekeeping and Home Services Workers and Managers, General

| | | |
|----------------------------|---|----------------|
| GOODWILL INDUSTRIES | 3663 Rosecrans Street San Diego, CA 92110-3226 http://www.sdgoodwill.org | (619) 225-2200 |
|----------------------------|---|----------------|

LIBRARIANS - PROFESSIONAL**Education, Elementary**

| | | |
|-------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
|-------------------------|--|----------------|

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Library Science

| | | |
|------------------------------|--|----------------|
| INTERAMERICAN COLLEGE | 1627 Hoover Avenue National City, CA 91950 http://www.iacnc.edu | (619) 477-6310 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |

Library Science, Other

| | | |
|--------------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

LICENSED VOCATIONAL NURSES

Licensed Practical Nurse Training (LPN, Cert, Dipl, AAS)

| | | |
|---------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
|---------------------------|--|----------------|

Nursing, Other

| | | |
|--|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Vocational Nursing (L.P.N. Training)

| | | |
|----------------------------------|---|----------------|
| CONCORDE CAREER INSTITUTE | 123 Camino De La Reina San Diego, CA 92108 http://www.concordecareercolleges.com/sandiego/default.asp | (619) 688-0800 |
| MARIC COLLEGE | 3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu | (858) 654-3601 |
| MARIC COLLEGE | 2030 University Drive Vista, CA 92083 http://www.mariccollege.edu | (760) 630-1555 |

MACHINISTS

CNC Machine Tool Programming

| | | |
|--|---|----------------|
| RANDS SYSTEMS INC OCEAN POINT TECH CENTER | 5441 Avenida Encinas, Suite B Carlsbad, CA 92008 http://www.randssystems.com | (760) 431-8355 |
|--|---|----------------|

Coordinate Measuring Machines

| | | |
|--|---|----------------|
| RANDS SYSTEMS INC OCEAN POINT TECH CENTER | 5441 Avenida Encinas, Suite B Carlsbad, CA 92008 http://www.randssystems.com | (760) 431-8355 |
|--|---|----------------|

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Coordinate Measuring Machines Programmable

| | | |
|--|---|----------------|
| RANDS SYSTEMS INC OCEAN POINT TECH CENTER | 5441 Avenida Encinas, Suite B Carlsbad, CA 92008 http://www.randssystems.com | (760) 431-8355 |
|--|---|----------------|

Machine Technology

| | | |
|--|--|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |

Machine Tool Technology/Machinist

| | | |
|---|---|----------------|
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhsd.net | (619) 401-4356 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

MAINTENANCE REPAIRERS - GENERAL UTILITY

Building Maintenance

| | | |
|---|---|----------------|
| CENTER FOR EMPLOYMENT AND TRAINING | 1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 http://www.cet2000.org/divisions/escondid.htm | (760) 747-9115 |
| CENTER FOR EMPLOYMENT AND TRAINING | 3925 Market Street San Diego, CA 92102 http://www.cet2000.org/divisions/sandiego.htm | (619) 233-6829 |
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |

Career/Job Training

| | | |
|---|--|----------------|
| NEIGHBORHOOD HOUSE ASSOCIATION | 5660 Copley Drive San Diego, CA 92111 http://www.neighborhoodhouse.org | (858) 715-2642 |
| SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1400 Park Boulevard San Diego, CA 92101 http://www.sandiegocet.net | (619) 230-2370 |
| SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1960 National Avenue San Diego, CA 92113 http://www.sandiegocet.net | (619) 230-2895 |

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| | | |
|---|--|----------------|
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER | 3792 Fairmount Avenue San Diego, CA 92105 http://www.sandiegocet.net | (619) 388-4500 |
| SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER | 4343 Ocean View Boulevard San Diego, CA 92113 http://www.sandiegocet.net | (619) 388-4955 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS | 3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER | 720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org | (619) 263-3115 |

Maintenance Electrician

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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MARINE TECHNICIANS

Marine Science/Merchant Marine Officer

| | | |
|---|---|----------------|
| SOUTHERN CALIFORNIA MERCHANT MARINE TRAINING SERVICE | 1357 Rosecrans Street, Suite D San Diego, CA 92106 http://www.mmts.com | (619) 224-7792 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Maritime Services

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Maritime Technology-Omed Module

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|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Master 100 GT or Operator of Uninspected Passenger Vessels Near Coastal

| | | |
|---|---|----------------|
| SOUTHERN CALIFORNIA MERCHANT MARINE TRAINING SERVICE | 1357 Rosecrans Street, Suite D San Diego, CA 92106 http://www.mmts.com | (619) 224-7792 |
|---|---|----------------|

MECHANICAL ENGINEERS

Mechanical Engineering

| | | |
|--|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

Mechanical Engineering, Doctorate

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
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Mechanical Engineering, Other

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
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MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS**Clinical Trials Design and Management**

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

MEDICAL ASSISTANTS**EEG Technology**

| | | |
|--|---|----------------|
| CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION | 2423 Hoover Avenue National City, CA 91950 http://www.cchs.edu | (619) 477-4800 |
|--|---|----------------|

Medical Assistant

| | | |
|---|---|----------------|
| CENTER FOR EMPLOYMENT AND TRAINING | 1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 http://www.cet2000.org/divisions/escondid.htm | (760) 747-9115 |
| COMPUTER EDUCATION INSTITUTE | 6160 Mission Gorge Road, Suite 108 San Diego, CA 92120 http://www.computer-education.com | (619) 282-9000 |
| CONCORDE CAREER INSTITUTE | 123 Camino De La Reina San Diego, CA 92108 http://www.concordecareercolleges.com/sandiego/default.asp | (619) 688-0800 |
| MARIC COLLEGE | 3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu | (858) 654-3601 |
| MARIC COLLEGE | 2030 University Drive Vista, CA 92083 http://www.mariccollege.edu | (760) 630-1555 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Medical Assistant Back-Office

| | | |
|---------------------------|--|----------------|
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
|---------------------------|--|----------------|

Medical Assistant/ Administration

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Medical Assistant/Clinical

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

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Medical Assistant/Phlebotomy Technician

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Medical Billing

| | | |
|--|---|----------------|
| UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES | 5375 Avenida Encinas, Suite D Carlsbad, CA 92008 http://www.uscmed.com | (760) 918-8198 |
|--|---|----------------|

Medical Front Office Procedures

| | | |
|---------------------------|--|----------------|
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
|---------------------------|--|----------------|

Medical Office Assistant/Specialist

| | | |
|---|--|----------------|
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER | 3249 Fordham Street San Diego, CA 92110 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - MISSION BAY CAMPUS | 4375 Lee Street San Diego, CA 92109 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

Medical Office Procedures

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Medical Office/Medical Terminology

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Medical Terminology

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |

Medical Transcription/ Word Processing

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

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Medical/Clinical Assistant

| | | |
|---|--|----------------|
| COMPREHENSIVE TRAINING SYSTEMS INC. | 3180 University Avenue, Suite 300 San Diego, CA 92104 Not Applicable | (619) 281-9133 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS | 3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| UNITED EDUCATION INSTITUTE | 310 Third Avenue, Suite C 7 Chula Vista, CA 91911 http://www.therightskills.com | (619) 409-4111 |
| UNITED EDUCATION INSTITUTE | 1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com | (619) 544-9800 |
| VALLEY CAREER COLLEGE | 878 Jackman Street El Cajon, CA 92020 http://www.valleycareercollege.com | (619) 593-5111 |

MEDICAL RECORDS TECHNICIANS**Health Information/Medical Records Technology/Technician**

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
|-------------------------------|--|----------------|

Insurance

| | | |
|---|---|----------------|
| CONCORDE CAREER INSTITUTE | 123 Camino De La Reina San Diego, CA 92108 http://www.concordecareercolleges.com/sandiego/default.asp | (619) 688-0800 |
| MIKE RUSS FINANCIAL TRAINING CENTERS | 8322 Clairemont Mesa Boulevard, Suite 103 San Diego, CA 92111 http://www.mikeruss.org | (858) 571-5827 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |

Medical Billing

| | | |
|--|---|----------------|
| UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES | 5375 Avenida Encinas, Suite D Carlsbad, CA 92008 http://www.uscmed.com | (760) 918-8198 |
|--|---|----------------|

Medical Coding

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

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Medical Insurance Technician

| | | |
|----------------------|--|----------------|
| MARIC COLLEGE | 3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu | (858) 654-3601 |
| MARIC COLLEGE | 2030 University Drive Vista, CA 92083 http://www.mariccollege.edu | (760) 630-1555 |

Medical Occupations/Insurance Bill

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Medical Office Assistant/Specialist

| | | |
|---|--|----------------|
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER | 3249 Fordham Street San Diego, CA 92110 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - MISSION BAY CAMPUS | 4375 Lee Street San Diego, CA 92109 http://www.sandiegocet.net | (619) 221-6973 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

Medical Office Computer Specialist/Assistant

| | | |
|---|---|----------------|
| SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE | 6255 University Avenue, #A 1 San Diego, CA 92115 http://www.skillcenters.org | (619) 286-6001 |
|---|---|----------------|

Medical Office Management/Administration

| | | |
|--|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES | 5375 Avenida Encinas, Suite D Carlsbad, CA 92008 http://www.uscmed.com | (760) 918-8198 |

Medical Office/ Insurance Billing

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Medical Procedural Coding

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Medical Transcription/ Word Processing

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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NETWORK PROFESSIONALS

A+ Certification (Core Hardware)

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
|--|--|----------------|

A+ Certification Operating Systems

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
|--|--|----------------|

A+ Operating System Technology

| | | |
|---------------------------|--|----------------|
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
|---------------------------|--|----------------|

Client/Server Technology

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Computer and Information Sciences, General

| | | |
|---|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| COLEMAN COLLEGE | 7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu | (619) 465-3990 |
| COLEMAN COLLEGE | 1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu | (760) 747-3990 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |

Computer Programming

| | | |
|--------------------------------------|---|----------------|
| ADVANCED TECHNOLOGY INSTITUTE | 4990 Greencraige Lane, Suite B San Diego, CA 92123 http://www.caitcareers.com | (858) 503-0951 |
|--------------------------------------|---|----------------|

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

| | | |
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| FIRST SOFTWARE ACADEMY | 9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org | (619) 464-2500 |
| LEARNSOFT UNIVERSITY | 10650 Treena Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - CARLSBAD | 5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - KEARNY MESA | 4542 Ruffner Road, Suite 300 San Diego, CA 92111 http://www.learnsoft.com | (858) 546-1400 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| Computer Science | | |
| AVIATION AND ELECTRONIC SCHOOLS OF AMERICA | 7940 Silverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com | (858) 556-2184 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Information Sciences and Systems | | |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |

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Information Systems Management

| | | |
|--|---|----------------|
| KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT | 2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu | (619) 683-2446 |
|--|---|----------------|

Introduction to Linux and Linux Clusters

| | | |
|--|--|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html | (619) 594-4922 |
|--|--|----------------|

Java Programming

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Java Script

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
|--|--|----------------|

Linux Cluster Technology

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
|--|---|----------------|

Linux Networking

| | | |
|-----------------------------------|---|----------------|
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
|-----------------------------------|---|----------------|

Linux+ Certification

| | | |
|----------------------------------|--|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| VORTEX DATA SYSTEMS INC | 7480 Mission Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com | (619) 497-6400 |

Microsoft Advanced Technologies

| | | |
|--|---|----------------|
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |

Microsoft Certified Professional (MCP)

| | | |
|--|--|----------------|
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |

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Microsoft Certified Systems Administrator

| | | |
|--|--|----------------|
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MONTGOMERY ADULT SCHOOL | 3240 Palm Avenue San Diego, CA 92154 Not Applicable | (619) 628-3017 |
| SAN DIEGO COMMUNITY COLLEGE'S EMPLOYEE TRAINING INSTITUTE | 3443 Camino Del Rio South, Suite 308 San Diego, CA 92108 http://www.workplace-eti.com | (619) 624-2272 |

Microsoft Systems Administrator (MCSA)

| | | |
|--|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

PC and Networking

| | | |
|--------------------------|---|----------------|
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
|--------------------------|---|----------------|

Sun Certified Network Administrator

| | | |
|-------------------------------------|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
|-------------------------------------|---|----------------|

Sun Certified System Administrator

| | | |
|-------------------------------------|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
|-------------------------------------|---|----------------|

UNIX Systems Administration

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Visual Basic

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

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NURSE AIDES

Certified Home Health Aide (CHHA)

| | | |
|---|--|----------------|
| <i>THE GLENNER FAMILY CENTERS, INC.</i> | 2017 Felicita Road Escondido, CA 92025 http://www.alzheimerhelp.org | (760) 480-2282 |
| <i>THE GLENNER FAMILY CENTERS, INC.</i> | 3702 Fourth Avenue San Diego, CA 92103-4203 http://www.alzheimerhelp.org | (619) 543-4700 |

Certified Nurse Assistant

| | | |
|-----------------------------|--|----------------|
| <i>SOUTHWESTERN COLLEGE</i> | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
|-----------------------------|--|----------------|

CPR (Cardiopulmonary Resuscitation)

| | | |
|---|--|----------------|
| <i>AMERICAN NATIONAL RED CROSS</i> | 3650 Fifth Avenue San Diego, CA 92103 http://www.sdarc.org | (619) 542-7679 |
| <i>MARITIME INSTITUTE INC.</i> | 1310 Rosecrans, Suite G San Diego, CA 92106 http://www.maritimeinstitute.com | (619) 225-1783 |
| <i>PUBLIC SAFETY TRAINING ASSOCIATION INC.</i> | 5231 Cushman Place, Suite 19 San Diego, CA 92110 http://www.psta-inc.com | (619) 299-0611 |
| <i>SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE</i> | 4675-D Viewridge Avenue San Diego, CA 92123 http://www.positivelyelectric.com | (858) 569-6322 |

Dementia Care Specialist

| | | |
|---|--|----------------|
| <i>THE GLENNER FAMILY CENTERS, INC.</i> | 2017 Felicita Road Escondido, CA 92025 http://www.alzheimerhelp.org | (760) 480-2282 |
| <i>THE GLENNER FAMILY CENTERS, INC.</i> | 3702 Fourth Avenue San Diego, CA 92103-4203 http://www.alzheimerhelp.org | (619) 543-4700 |

Health Care Essentials

| | | |
|--|--|----------------|
| <i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</i> | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Healthcare Essentials/VESL

| | | |
|---|--|----------------|
| <i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</i> | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| <i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</i> | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |

Nurse Assistant/Acute Care

| | | |
|---|---|----------------|
| <i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</i> | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| <i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</i> | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| <i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</i> | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

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Nurse Assistant/Home Health Aide

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Nurse/Nursing Assistant/Aide

| | | |
|---|---|----------------|
| BRIGHTON HEALTH ALLIANCE | 1350 Euclid Ave San Diego, CA 92105 Not Applicable | (619) 263-2166 |
| CHULA VISTA ADULT SCHOOL | 1034 Fourth Avenue Chula Vista, CA 91911 http://www.courses2go.com/chulavista | (619) 691-5760 |
| GOLDEN HILL HEALTH CAREERS ACADEMY | 2469 Broadway San Diego, CA 92102 http://www.goldenhillcdc.org | (619) 696-6053 |
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhds.net | (619) 401-4356 |
| MARIC COLLEGE | 3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu | (858) 654-3601 |
| MARIC COLLEGE | 2030 University Drive Vista, CA 92083 http://www.mariccollege.edu | (760) 630-1555 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN YSIDRO CENTER ADULT SCHOOL | 4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable | (619) 662-4026 |
| THE GLENNER FAMILY CENTERS, INC. | 3702 Fourth Avenue San Diego, CA 92103-4203 http://www.alzheimerhelp.org | (619) 543-4700 |
| THE GLENNER FAMILY CENTERS, INC. | 2017 Felicita Road Escondido, CA 92025 http://www.alzheimerhelp.org | (760) 480-2282 |

Patient Care Assistant/ Technician

| | | |
|-------------------------------|---|----------------|
| PIMA MEDICAL INSTITUTE | 780 Bay Boulevard, Suite 101 Chula Vista, CA 91910 http://www.pimamedical.com | (619) 425-3200 |
|-------------------------------|---|----------------|

Patient Care Services

| | | |
|----------------------|--|----------------|
| MARIC COLLEGE | 2030 University Drive Vista, CA 92083 http://www.mariccollege.edu | (760) 630-1555 |
| MARIC COLLEGE | 3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu | (858) 654-3601 |

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NURSE PRACTITIONERS

Dementia Care Specialist

| | | |
|---|--|----------------|
| THE GLENNER FAMILY CENTERS, INC. | 3702 Fourth Avenue San Diego, CA 92103-4203 http://www.alzheimerhelp.org | (619) 543-4700 |
| THE GLENNER FAMILY CENTERS, INC. | 2017 Felicita Road Escondido, CA 92025 http://www.alzheimerhelp.org | (760) 480-2282 |

Gerontology

| | | |
|---|---|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |

Licensed Practical Nurse Training (LPN, Cert, Dipl, AAS)

| | | |
|---------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
|---------------------------|--|----------------|

Nursing

| | | |
|---|--|----------------|
| BRIGHTON HEALTH ALLIANCE | 1350 Euclid Ave San Diego, CA 92105 Not Applicable | (619) 263-2166 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| MARIC COLLEGE | 3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu | (858) 654-3601 |
| MARIC COLLEGE | 2030 University Drive Vista, CA 92083 http://www.mariccollege.edu | (760) 630-1555 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |

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| | | |
|--|--|----------------|
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |
| Nursing - Registered Nurse Training (RN, ASN, BSN, MSN) | | |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.ucsd.edu | (619) 260-4600 |
| Nursing, Other | | |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| Polysomnography | | |
| CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION | 2423 Hoover Avenue National City, CA 91950 http://www.cchs.edu | (619) 477-4800 |

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OPERATING ENGINEERS

Operating and Maintenance Engineers Heating, Ventilation, and Air Conditioning (HVAC)

| | | |
|-------------------------------|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
|-------------------------------|---|----------------|

PARALEGAL PERSONNEL

Legal Assistant/Paralegal

| | | |
|--|---|----------------|
| COMPUTER EDUCATION INSTITUTE | 6160 Mission Gorge Road, Suite 108 San Diego, CA 92120 http://www.computer-education.com | (619) 282-9000 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Paralegal/Legal Assistant

| | | |
|---|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

Human Resources Management/Personnel Administration, General

| | | |
|---|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
|---|---|----------------|

PHYSICAL THERAPY ASSISTANTS

Physical Therapy Assistant

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

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Physical Therapy/Therapist

| | | |
|-------------------------------|---|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| OLA GRIMSBY INSTITUTE | 4420 Hotel Circle Court, Suite 210 San Diego, CA 92108 http://www.olagrimsby.com | (619) 298-4116 |
| PIMA MEDICAL INSTITUTE | 780 Bay Boulevard, Suite 101 Chula Vista, CA 91910 http://www.pimamedical.com | (619) 425-3200 |

PLASTERERS AND STUCCO MASONS**Building/Construction Trades, Other**

| | | |
|--|---|----------------|
| NORDSTROM BUSINESS INSTITUTE | 6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366 Not Applicable | (619) 281-4600 |
| NORDSTROM BUSINESS INSTITUTE | 500 West Vista Way Vista, CA 92083-5704 Not Applicable | (760) 631-1360 |
| OPERATING ENGINEERS TRAINING TRUST | 3935 Normal Street San Diego, CA 92103 Not Applicable | (619) 295-3186 |
| SAN DIEGO AND IMPERIAL COUNTIES SLATE, TILE, AND COMPOSITION ROOFERS, JOINT APPRENTICESHIP COMMITTEES | 9455 Ridgehaven Court, Suite 207 San Diego, CA 92123 Not Applicable | (619) 573-2813 |

Cement Mason

| | | |
|--|---|----------------|
| ASSOCIATED GENERAL CONTRACTORS OF AMERICA | 6212 Ferris Square San Diego, CA 92121 http://www.agcsd.org | (858) 558-0739 |
|--|---|----------------|

POLICE PATROL OFFICERS**Administration of Justice**

| | | |
|----------------------------------|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Baton

| | | |
|--|---|----------------|
| PUBLIC SAFETY TRAINING ASSOCIATION INC. | 5231 Cushman Place, Suite 19 San Diego, CA 92110 http://www.psta-inc.com | (619) 299-0611 |
|--|---|----------------|

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Criminal Justice Studies

| | | |
|---|---|----------------|
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |

Firearms

| | | |
|--|---|----------------|
| PUBLIC SAFETY TRAINING ASSOCIATION INC. | 5231 Cushman Place, Suite 19 San Diego, CA 92110 http://www.psta-inc.com | (619) 299-0611 |
|--|---|----------------|

PUBLIC RELATIONS MANAGERS**Business Management**

| | | |
|---|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |

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| | | |
|---|--|----------------|
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| Communication and Media Studies, Other | | |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| Communications and Management Skills | | |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| Communications, Other | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
| E-Marketing and E-Business | | |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| Marketing and Media Specialist | | |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| Marketing Operations/Marketing and Distribution, Other | | |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| Marketing, Meetings and Special Events | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| Marketing/Marketing Management, General | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| PURCHASING AGENTS, EXCEPT WHOLESALE, RETAIL, AND FARM PRODUCTS | | |
| Purchasing, Procurement/Acquisitions and Contracts Management | | |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

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PURCHASING MANAGERS

Business Administration/Management

| | | |
|---|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| CHRISTIAN HERITAGE COLLEGE | 2100 Greenfield Drive El Cajon, CA 92019 http://www.christianheritage.edu | (619) 440-3043 |
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| INTERNATIONAL SCHOOL OF MANAGEMENT, THE | 1250 Sixth Avenue, Eighth Floor San Diego, CA 92101 http://www.ism.edu | (619) 702-9400 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.ucsd.edu | (619) 260-4600 |

Oracle Database Administration

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Purchasing, Procurement/Acquisitions and Contracts Management

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

QUALITY ASSURANCE TECHNICIANS

Biotechnology Manufacturing

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

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Occupational Safety and Health Technology/Technician

| | | |
|--|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

RADIOLOGIC TECHNOLOGISTS

Radiography

| | | |
|-------------------------------|---|----------------|
| PIMA MEDICAL INSTITUTE | 780 Bay Boulevard, Suite 101 Chula Vista, CA 91910 http://www.pimamedical.com | (619) 425-3200 |
|-------------------------------|---|----------------|

Radiological Technology

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
|-------------------------------|--|----------------|

RECEPTIONISTS AND INFORMATION CLERKS

General Office Occupations and Clerical Services

| | | |
|---|---|----------------|
| ABLE-DISABLED ADVOCACY | 2850 Sixth Avenue, Suite 311 San Diego, CA 92103 http://www.abledisabledadvocacy.org | (619) 231-5990 |
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhdsd.net | (619) 401-4356 |
| SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER | 7405 Mesa College Drive San Diego, CA 92111 http://www.sandiegocet.net | (858) 627-2545 |

Receptionist

| | | |
|--------------------------|--|----------------|
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
|--------------------------|--|----------------|

RECREATION WORKERS

Child Development Site Supervisor

| | | |
|-------------------------------|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

Expressive Arts Therapy

| | | |
|--|--|----------------|
| SAN DIEGO UNIVERSITY FOR INTERGRATIVE STUDIES | 5703 Oberlin Drive, Suite 208 San Diego, CA 92121 http://www.sduis.edu | (858) 638-1999 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

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Parks, Recreation and Leisure Facilities Management

| | | |
|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
|------------------------|---|----------------|

Recreation and Leisure Studies

| | | |
|-------------------------------------|--|----------------|
| SAN DIEGUITO ADULT EDUCATION | 710 Encinitas Boulevard Encinitas, CA 92024 http://www.sdadulthood.com | (760) 753-7073 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

REGISTERED NURSES**Nursing**

| | | |
|---|--|----------------|
| BRIGHTON HEALTH ALLIANCE | 1350 Euclid Ave San Diego, CA 92105 Not Applicable | (619) 263-2166 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| MARIC COLLEGE | 3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu | (858) 654-3601 |
| MARIC COLLEGE | 2030 University Drive Vista, CA 92083 http://www.mariccollege.edu | (760) 630-1555 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

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|---|--|----------------|
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |

Nursing - Registered Nurse Training (RN, ASN, BSN, MSN)

| | | |
|--------------------------------|--|----------------|
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.ucsd.edu | (619) 260-4600 |

Nursing, Other

| | | |
|--|--|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Web-Based Informatics for Practicing Nurses

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
|--|---|----------------|

SALES AGENTS - ADVERTISING

Advertising

| | | |
|------------------------------------|--|----------------|
| ART INSTITUTE OF CALIFORNIA | 10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu | (858) 546-0602 |
|------------------------------------|--|----------------|

SALES REPRESENTATIVES, SCIENTIFIC (EXCEPT RETAIL)

General Selling Skills and Sales Operations

| | | |
|---|---|----------------|
| SANDLER SALES INSTITUTE OF SAN DIEGO | 3934 Murphy Canyon Road, Suite B 200 San Diego, CA 92123 http://www.whetstonegroup.com | (858) 627-0726 |
|---|---|----------------|

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Sales and Merchandising

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Sales, Distribution, and Marketing Operations, General

| | | |
|-------------------------------------|---|----------------|
| ANTHONY SCHOOLS OF SAN DIEGO | 5939 Balboa Avenue San Diego, CA 92111 http://www.anthonyschools.com | (858) 571-0800 |
|-------------------------------------|---|----------------|

SALESPERSONS, RETAIL EXCEPT VEHICLE SALES**Apparel Manufacturing Management**

| | | |
|---|--|----------------|
| FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE | 1010 Second Avenue, Suite 200 San Diego, CA 92101 http://www.fidm.edu | (619) 235-4515 |
|---|--|----------------|

Business and Financial Markets

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Business Environments

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Career Training for Transition

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

General Selling Skills and Sales Operations

| | | |
|---|---|----------------|
| SANDLER SALES INSTITUTE OF SAN DIEGO | 3934 Murphy Canyon Road, Suite B 200 San Diego, CA 92123 http://www.whetstonegroup.com | (858) 627-0726 |
|---|---|----------------|

Recreation Products/Services Marketing Operations

| | | |
|------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
|------------------------|---|----------------|

Retail Merchandising

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Retail Sales

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
|-------------------------------|--|----------------|

Retailing and Retail Operations

| | | |
|----------------------------|---|----------------|
| GOODWILL INDUSTRIES | 3663 Rosecrans Street San Diego, CA 92110-3226 http://www.sdgoodwill.org | (619) 225-2200 |
|----------------------------|---|----------------|

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Sales and Merchandising

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS

6735 Gifford Way San Diego, CA 92111
http://www.sdcoe.k12.ca.us/rop

(858) 292-3529

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER

1355 Second Avenue Chula Vista, CA 91911
http://www.sdcoe.k12.ca.us/rop

(858) 292-3529

SECRETARIES - EXCEPT LEGAL AND MEDICAL

Administrative Assistant/Secretarial Science, General

CUYAMACA COLLEGE

900 Rancho San Diego Parkway El Cajon, CA 92019
http://www.cuyamaca.net

(619) 660-4275

MIRA COSTA COLLEGE

One Barnard Drive Oceanside, CA 92056
http://www.miracosta.edu

(760) 757-2121

NORDSTROM BUSINESS INSTITUTE

6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366
Not Applicable

(619) 281-4600

NORDSTROM BUSINESS INSTITUTE

500 West Vista Way Vista, CA 92083-5704
Not Applicable

(760) 631-1360

SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER

1400 Park Boulevard San Diego, CA 92101
http://www.sandiegocet.net

(619) 230-2370

SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER

1960 National Avenue San Diego, CA 92113
http://www.sandiegocet.net

(619) 230-2895

SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER

3249 Fordham Street San Diego, CA 92110
http://www.sandiegocet.net

(619) 221-6973

SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER

4343 Ocean View Boulevard San Diego, CA 92113
http://www.sandiegocet.net

(619) 388-4955

SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS

3890 Modoc Street, B2-B4 San Diego, CA 92117
http://www.sandiegocet.net

(619) 221-6973

SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - MISSION BAY CAMPUS

4375 Lee Street San Diego, CA 92109
http://www.sandiegocet.net

(619) 221-6973

SAN DIEGO MESA COLLEGE

7250 Mesa College Drive San Diego, CA 92111
http://www.sandiegomesacollege.net

(619) 388-2600

SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE

6255 University Avenue, #A 1 San Diego, CA 92115
http://www.skillcenters.org

(619) 286-6001

Computer and Office Skills Training

ACCESS, INC.

2612 Daniel Avenue San Diego, CA 92111
http://www.access2jobs.org

(858) 560-0871

Computer Applications

EXECUTRAIN OF SAN DIEGO

10180 Telesis Court, Suite 300 San Diego, CA 92121
http://www.executrainlive.com

(858) 455-1050

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|---|--|----------------|
| HIT ANY KEY, INC. | 11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com | (858) 673-1537 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4675-D Viewridge Avenue San Diego, CA 92123 http://www.positivelyelectric.com | (858) 569-6322 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
| Computer Applications/Software Technologies | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| Computer Business Technology | | |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| Computer Literacy | | |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |
| Computer Operation/ Introduction to the Internet | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Computer Operation/Word Processing | | |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| Computerized Business Administration | | |
| COLEMAN COLLEGE | 7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu | (619) 465-3990 |
| Office Records Management | | |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |

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SOFTWARE ENGINEERS

C/C++

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

Computer Engineering

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

Java Programming

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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Java Script

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
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Microsoft Certified Solution Developer (MCSD)

| | | |
|--|--|----------------|
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |

Oracle Application Development

| | | |
|---|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
| VISTA ADULT SCHOOL | 305 East Bobier Drive Vista, CA 92084 http://vas.vusd.k12.ca.us | (760) 758-7122 |

Oracle Database Administration

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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Oracle Internet Academy/Web Database Design

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Software Engineering

| | | |
|--|---|----------------|
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |

Sun Certified Java Programming

| | | |
|-------------------------------------|---|----------------|
| COPERNICUS COMPUTER SERVICES | 5942 Priestly Drive Carlsbad, CA 92008 http://www.trainsmart.com | (760) 930-0400 |
|-------------------------------------|---|----------------|

Visual Basic

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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Visual Basic Programming

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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STOCK CLERKS - SALES FLOOR**Supermarket Operations**

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

SURGICAL TECHNICIANS**Surgical Technology**

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Surgical Technology/Technologist

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|--------------------------------|---|----------------|
| GLENDALE CAREER COLLEGE | 4002 Vista Way Oceanside, CA 92054 http://www.success.edu | (760) 450-0340 |
|--------------------------------|---|----------------|

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING**Comptia/A+**

| | | |
|-----------------------|--|----------------|
| TIG UNIVERSITY | 7810 Trade Street San Diego, CA 92121 http://www.tig.com | (858) 566-1900 |
|-----------------------|--|----------------|

Computer and Information Sciences, General

| | | |
|---|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |

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| | | |
|---|--|----------------|
| COLEMAN COLLEGE | 1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu | (760) 747-3990 |
| COLEMAN COLLEGE | 7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu | (619) 465-3990 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO MIRAMAR COLLEGE | 10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net | (858) 536-7844 |
| Computer Programming | | |
| ADVANCED TECHNOLOGY INSTITUTE | 4990 Greencraige Lane, Suite B San Diego, CA 92123 http://www.caitcareers.com | (858) 503-0951 |
| FIRST SOFTWARE ACADEMY | 9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org | (619) 464-2500 |
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - CARLSBAD | 5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008 http://www.learnsoft.com | (858) 546-1400 |
| LEARNSOFT UNIVERSITY - KEARNY MESA | 4542 Ruffner Road, Suite 300 San Diego, CA 92111 http://www.learnsoft.com | (858) 546-1400 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| STANLEY H KAPLAN EDUCATIONAL CENTER LTD. | 4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com | (858) 457-7595 |
| Data Entry/Microcomputer Applications | | |
| SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER | 1960 National Avenue San Diego, CA 92113 http://www.sandiegocet.net | (619) 230-2895 |
| SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER | 4343 Ocean View Boulevard San Diego, CA 92113 http://www.sandiegocet.net | (619) 388-4955 |

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Database

| | | |
|--|---|----------------|
| COMP USA TRAINING SUPERCENTER | 4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://www.compusa.com | (858) 573-1030 |
| COMP USA TRAINING SUPERCENTER | 2085 Montiel Road San Marcos, CA 92069 http://www.compusa.com | (760) 737-8031 |
| COMP USA TRAINING SUPERCENTER | 1046 North El Camino Real Encinitas, CA 92024 http://www.compusa.com | (760) 943-3830 |
| COMP USA TRAINING SUPERCENTER - LA MESA | 8401 Fletcher Parkway La Mesa, CA 91942 http://www.compusa.com | (619) 644-3230 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| LEARNSOFT UNIVERSITY | 10650 Trenea Street, Third Floor San Diego, CA 92131 http://www.learnsoft.com | (858) 546-1400 |

Geographic Information Systems

| | | |
|-------------------------------|--|----------------|
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |

Linux Cluster Technology

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER | 5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec | (619) 594-4922 |
|--|---|----------------|

Microsoft Certified Database Administrator

| | | |
|--|--|----------------|
| NEW HORIZONS COMPUTER LEARNING CENTER | 7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com | (858) 880-2200 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Microsoft Certified Database Administrator (MCDBA)

| | | |
|-------------------------------------|---|----------------|
| COMPUTER EDUCATION INSTITUTE | 6160 Mission Gorge Road, Suite 108 San Diego, CA 92120 http://www.computer-education.com | (619) 282-9000 |
| LAPTOP TRAINING SOLUTIONS | 8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com | (858) 616-6922 |
| MICRO SKILLS | 7340 Miramar Road, Suite 207 San Diego, CA 92126-4213 http://www.microskills.com | (858) 348-8000 |

Visual Basic

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
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TEACHERS - ELEMENTARY SCHOOL

Bilingual/Bicultural Education

| | | |
|-------------------------------|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
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Education

| | | |
|---|---|----------------|
| AZUSA PACIFIC UNIVERSITY | 2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/ | (619) 718-9655 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcala Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Education Teaching and Learning

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
|-----------------------------------|---|----------------|

Education, General

| | | |
|--|---|----------------|
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcala Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Education, Other

| | | |
|--|---|----------------|
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |

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Educational Technology

| | | |
|---|--|----------------|
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

Elementary Teacher Education

| | | |
|---|--|----------------|
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
|---|--|----------------|

English Teacher Education

| | | |
|---|---|----------------|
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |

General Studies

| | | |
|--|---|----------------|
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |

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Liberal Art and Sciences, General Studies and Humanities, Other

| | | |
|-------------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |

Liberal Arts and Sciences/Liberal Studies

| | | |
|--|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Liberal Studies

| | | |
|--|--|----------------|
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
| INTERAMERICAN COLLEGE | 1627 Hoover Avenue National City, CA 91950 http://www.iacnc.edu | (619) 477-6310 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |

Teacher Education, Multiple Levels

| | | |
|--|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |

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| CHRISTIAN HERITAGE COLLEGE | 2100 Greenfield Drive El Cajon, CA 92019 http://www.christianheritage.edu | (619) 440-3043 |
| MONTESSORI TRAINING CENTER OF SAN DIEGO | 4544 Pocahontas Avenue San Diego, CA 92117 http://www.sandiego-ncme.org | (858) 270-9350 |

Teacher Education, Specific Academic and Vocational Programs, Other

| | | |
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| MONTESSORI INSTITUTE OF SAN DIEGO | 7467 Draper Avenue La Jolla, CA 92037 http://www.montessoriamisd.com | (858) 454-3748 |
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Teaching Credential

| | | |
|---|---|----------------|
| AZUSA PACIFIC UNIVERSITY | 2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/ | (619) 718-9655 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/ccl/ac/028/index.html | (619) 296-8660 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Teaching, General

| | | |
|---|---|----------------|
| MARINELLO SCHOOL OF BEAUTY | 1226 University Avenue San Diego, CA 92103 http://www.marinello.com | (619) 298-7187 |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |

TEACHERS - KINDERGARTEN

Early Childhood Education

| | | |
|--|---|----------------|
| CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION | 2423 Hoover Avenue National City, CA 91950 http://www.cchs.edu | (619) 477-4800 |
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Education

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|---|---|----------------|
| AZUSA PACIFIC UNIVERSITY | 2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/ | (619) 718-9655 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Education, General

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| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcala Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Education, Other

| | | |
|--|--|----------------|
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |

TEACHERS - SECONDARY SCHOOL**Education**

| | | |
|---|--|----------------|
| AZUSA PACIFIC UNIVERSITY | 2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/ | (619) 718-9655 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcala Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Education Teaching and Learning

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
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Education, General

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| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
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| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Education, Other | | |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| Educational Technology | | |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

English Teacher Education

| | | |
|---|---|----------------|
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |

General Studies

| | | |
|--|---|----------------|
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| GROSSMONT COLLEGE | 8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net | (619) 644-7000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |

Liberal Art and Sciences, General Studies and Humanities, Other

| | | |
|-------------------------------|--|----------------|
| CUYAMACA COLLEGE | 900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net | (619) 660-4275 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |

Liberal Arts and Sciences/Liberal Studies

| | | |
|--|--|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Liberal Studies

| | | |
|--|--|----------------|
| ALLIANT INTERNATIONAL UNIVERSITY | 10455 Pomerado Road San Diego, CA 92131 http://www.alliant.edu | (858) 635-4772 |
| INTERAMERICAN COLLEGE | 1627 Hoover Avenue National City, CA 91950 http://www.iacnc.edu | (619) 477-6310 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - KEARNY MESA | 3580 Aero Court San Diego, CA 92123 http://www.nu.edu | (619) 563-7300 |

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| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF REDLANDS | 9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu | (619) 284-9292 |
| Teacher Education, Multiple Levels | | |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| CHRISTIAN HERITAGE COLLEGE | 2100 Greenfield Drive El Cajon, CA 92019 http://www.christianheritage.edu | (619) 440-3043 |
| MONTESSORI TRAINING CENTER OF SAN DIEGO | 4544 Pocahontas Avenue San Diego, CA 92117 http://www.sandiego-ncme.org | (858) 270-9350 |
| Teacher Education, Specific Academic and Vocational Programs, Other | | |
| MONTESSORI INSTITUTE OF SAN DIEGO | 7467 Draper Avenue La Jolla, CA 92037 http://www.montessoriamisd.com | (858) 454-3748 |
| Teaching Credential | | |
| AZUSA PACIFIC UNIVERSITY | 2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/ | (619) 718-9655 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Teaching, General | | |
| MARINELLO SCHOOL OF BEAUTY | 1226 University Avenue San Diego, CA 92103 http://www.marinello.com | (619) 298-7187 |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

TEACHERS - SPECIAL EDUCATION**Education**

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|---|---|----------------|
| AZUSA PACIFIC UNIVERSITY | 2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/ | (619) 718-9655 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcala Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Education Teaching and Learning

| | | |
|-----------------------------------|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
|-----------------------------------|---|----------------|

Education, General

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|--|---|----------------|
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcala Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |

Education, Other

| | | |
|--|---|----------------|
| BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS | 1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html | (760) 724-4230 |
| BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC. | 3134 Franklin Avenue San Diego, CA 92113 Not Applicable | (619) 235-0771 |
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |

Special Education, General

| | | |
|---|---|----------------|
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
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| | | |
|---|---|----------------|
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| NATIONAL UNIVERSITY - SPECTRUM | 9388 Lightwave Avenue San Diego, CA 92123-1426 http://www.nu.edu | (858) 541-7700 |
| Teaching Credential | | |
| AZUSA PACIFIC UNIVERSITY | 2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/ | (619) 718-9655 |
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| UNIVERSITY OF SAN DIEGO | 5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu | (619) 260-4600 |
| Teaching, General | | |
| MARINELLO SCHOOL OF BEAUTY | 1226 University Avenue San Diego, CA 92103 http://www.marinello.com | (619) 298-7187 |
| NATIONAL UNIVERSITY - BALBOA | 4719 Viewridge Avenue San Diego, CA 92123-1641 http://www.nu.edu | (619) 563-2500 |
| NATIONAL UNIVERSITY - CHULA VISTA | 660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu | (619) 563-7415 |
| NATIONAL UNIVERSITY - LA MESA | 7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu | (619) 337-7500 |
| NATIONAL UNIVERSITY - MISSION VALLEY | 4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu | (619) 563-7300 |
| NATIONAL UNIVERSITY - VISTA | 2022 University Drive Vista, CA 92083-7795 http://www.nu.edu | (760) 945-6100 |

TECHNICAL WRITERS

Computer Technical Illustration

| | | |
|-------------------------------|---|----------------|
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
|-------------------------------|---|----------------|

Computerized Graphic Design

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Computerized Graphic Design/Advanced

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
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Computerized Graphic Design/Illustrator

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computerized Graphic Design/Indesign

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Computerized Graphic Design/QuarkXpress

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

English Technical and Business Writing

| | | |
|---|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
|---|---|----------------|

QuarkXpress Production 1

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
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QuarkXpress Production 2

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Technical and Scientific Writing

| | | |
|---|---|----------------|
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |
|---|---|----------------|

TELECOMMUNICATIONS ENGINEERS

Electrical, Electronics and Communication Engineering

| | | |
|--|---|----------------|
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

Engineering, General

| | | |
|-----------------------------------|--|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SAN DIEGO MESA COLLEGE | 7250 Mesa College Drive San Diego, CA 92111 http://www.sandiegomesacollege.net | (619) 388-2600 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |

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Telecommunications

| | | |
|---|--|----------------|
| APPLIED PROFESSIONAL TRAINING INC | 2382 Camino Vida Roble, Suite C Carlsbad, CA 92009 http://www.aptc.com | (800) 431-8488 |
| ASSOCIATED TECHNICAL COLLEGE | 1445 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com | (619) 234-2181 |
| ASSOCIATED TECHNICAL COLLEGE | 1593 East Vista Way, Suite C Vista, CA 92084 http://www.associatedtechcollege.com | (760) 643-0505 |
| KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT | 2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu | (619) 683-2446 |
| SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4675-D Viewridge Avenue San Diego, CA 92123 http://www.positivelyelectric.com | (858) 569-6322 |
| SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES | 5250 Campanile Drive San Diego, CA 92182 http://www.neverstoplearning.net | (619) 594-4704 |

TELECOMMUNICATIONS TECHNICIANS**Computer Information Systems**

| | | |
|---|--|----------------|
| CHAPMAN UNIVERSITY ACADEMIC CENTER | 7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html | (619) 296-8660 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |
| UNIVERSITY OF PHOENIX | 3890 Murphy Canyon Road #100 San Diego, CA 92123 http://www.phoenix.edu | (858) 509-4311 |
| UNIVERSITY OF PHOENIX - DEL MAR LEARNING CENTER | 11682 El Camino Real San Diego, CA 92130 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER | 2204 El Camino Real, Suite 200 Oceanside, CA 92054 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - RANCHO BERNARDO | 16870 West Bernardo Drive, Suite #200 San Diego, CA 92127 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SAN MARCOS LEARNING CENTER | 277 Rancheros Drive Suite 200 San Marcos, CA 92069 http://www.phoenix.edu | (800) 473-4346 |
| UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER | 1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu | (800) 473-4346 |

Electrical and Electronic Engineering-Related Technologies/Technicians, Other

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

The San Diego Workforce Partnership and the California Employment Development Department do not endorse the education and training providers listed in this report. Please note training programs may change frequently and we recommend contacting the providers to verify the information listed.

Electrical, Electronic, and Communication Engineering Technology/Technician**CUYAMACA COLLEGE**

900 Rancho San Diego Parkway El Cajon, CA 92019

(619) 660-4275

<http://www.cuyamaca.net>**Interactive Telecommunications****UNIVERSITY OF REDLANDS**

9040 Friars Road, Suite 310 San Diego, CA 92108

(619) 284-9292

<http://www.redlands.edu>**Telecommunications****APPLIED PROFESSIONAL TRAINING INC**

2382 Camino Vida Roble, Suite C Carlsbad, CA 92009

(800) 431-8488

<http://www.aptc.com>**ASSOCIATED TECHNICAL COLLEGE**

1445 Sixth Avenue San Diego, CA 92101

(619) 234-2181

<http://www.associatedtechcollege.com>**ASSOCIATED TECHNICAL COLLEGE**

1593 East Vista Way, Suite C Vista, CA 92084

(760) 643-0505

<http://www.associatedtechcollege.com>**KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT**

2655 Camino Del Rio North, Suite 201 San Diego, CA 92108

(619) 683-2446

<http://www.keller.edu>**SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

4675-D Viewridge Avenue San Diego, CA 92123

(858) 569-6322

<http://www.positivelyelectric.com>**SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES**

5250 Campanile Drive San Diego, CA 92182

(619) 594-4704

<http://www.neverstoplearning.net>**Telecommunications Technology/Technician****ADVANCED COLLEGE OF TECHNOLOGY**

10085 Scripps Ranch Court, Suite D San Diego, CA 92131

(858) 547-4160

<http://www.atechnicalcollege.com>**TRAVEL AGENTS****Travel Agent****TRAVEL UNIVERSITY INTERNATIONAL**

3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123

(858) 292-9755

<http://www.traveluniversity.edu>**Travel and Tourism Management****MIRA COSTA COLLEGE**

One Barnard Drive Oceanside, CA 92056

(760) 757-2121

<http://www.miracosta.edu>**SOUTHWESTERN COLLEGE**

900 Otay Lakes Road Chula Vista, CA 91910

(619) 421-6700

<http://www.swc.cc.ca.us>**Travel Services Marketing Operations****PALOMAR COLLEGE**

1140 West Mission Road San Marcos, CA 92069-1487

(760) 744-1150

<http://www.palomar.edu>

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TRUCK DRIVERS - LIGHT, INCLUDE DELIVERY AND ROUTE WORKERS

Truck Driving / Phase One

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Truck Driving/ Phase Two

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

Truck, Bus Driver/ Commercial Vehicle Operation

| | | |
|------------------------------------|---|----------------|
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhdsd.net | (619) 401-4356 |
| MOMAX TRUCK DRIVING SCHOOL | 2050 Wilson Avenue, Suite C National City, CA 91950 Not Applicable | (619) 477-0006 |
| UNITED TRUCK DRIVING SCHOOL | 2425 Camino Del Rio South, #250 San Diego, CA 92108 http://www.drivetruck.com | (619) 296-2020 |
| WESTERN TRUCK SCHOOL | 11902 Campo Road Spring Valley, CA 91978 http://www.westerntruckschool.com | (800) 929-1320 |

VETERINARY ASSISTANTS

Animal Physiology

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
|--|--|----------------|

Veterinary Assistant 1

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
|---|---|----------------|

Veterinary Assistant 2

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS | 6735 Gifford Way San Diego, CA 92111 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Veterinary/Animal Health Technology/Technician and Veterinary Assistant

| | | |
|----------------------------------|---|----------------|
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhdsd.net | (619) 401-4356 |
| PIMA MEDICAL INSTITUTE | 780 Bay Boulevard, Suite 101 Chula Vista, CA 91910 http://www.pimamedical.com | (619) 425-3200 |

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WELDERS AND CUTTERS

Welding and Metal Fabrication

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER | 1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop | (858) 292-3529 |

Welding Technology/Welder

| | | |
|---|---|----------------|
| CENTER FOR EMPLOYMENT AND TRAINING | 3925 Market Street San Diego, CA 92102 http://www.cet2000.org/divisions/sandiego.htm | (619) 233-6829 |
| NATIONAL CITY ADULT SCHOOL | 517 Mile of Cars Way National City, CA 91950 http://www.cowfish.org/nca | (619) 336-7037 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
| SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4675-D Viewridge Avenue San Diego, CA 92123 http://www.positivelyelectric.com | (858) 569-6322 |
| SAN DIEGO SHEET METAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE | 4596 Mission Gorge Place San Diego, CA 92120-4106 http://www.sheetmetal-iti.org | (619) 265-2758 |

WRITERS AND EDITORS

Broadcast Journalism

| | | |
|---------------------------------------|---|----------------|
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
|---------------------------------------|---|----------------|

Communications, General

| | | |
|--|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu | (760) 750-4000 |
| MIRA COSTA COLLEGE | One Barnard Drive Oceanside, CA 92056 http://www.miracosta.edu | (760) 757-2121 |
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |

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Communications, Other

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO | 9500 Gilman Drive San Diego, CA 92093 http://www.ucsd.edu | (858) 534-2230 |
|--|--|----------------|

Computerized Graphic Design/QuarkXpress

| | | |
|---|---|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER | 3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop | (760) 739-3529 |
|---|---|----------------|

Copyediting

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

English Creative Writing

| | | |
|-----------------------------------|---|----------------|
| GROSSMONT ADULT EDUCATION | 1550 Melody Lane El Cajon, CA 92019 http://www.guhdsd.net | (619) 401-4356 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |

English Technical and Business Writing

| | | |
|---|---|----------------|
| CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES | 333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es | (760) 750-4020 |
|---|---|----------------|

Journalism

| | | |
|---------------------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| POINT LOMA NAZARENE UNIVERSITY | 3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu | (619) 849-2200 |
| SAN DIEGO STATE UNIVERSITY | 5500 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu | (619) 594-7800 |
| SOUTHWESTERN COLLEGE | 900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us | (619) 421-6700 |

Mass Communications

| | | |
|---------------------------------------|---|----------------|
| ADVANCED COLLEGE OF TECHNOLOGY | 10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.atechnicalcollege.com | (858) 547-4160 |
|---------------------------------------|---|----------------|

QuarkXpress Production 1

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

QuarkXpress Production 2

| | | |
|--|--|----------------|
| SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER | 924 East Main Street El Cajon, CA 92021 http://www.sdcoe.k12.ca.us/rop | (619) 590-3965 |
|--|--|----------------|

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Radio and Television Broadcasting

| | | |
|-------------------------------|---|----------------|
| PALOMAR COLLEGE | 1140 West Mission Road San Marcos, CA 92069-1487 http://www.palomar.edu | (760) 744-1150 |
| SAN DIEGO CITY COLLEGE | 1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.net | (619) 388-3400 |

Writing

| | | |
|--|--|----------------|
| UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM | 9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu | (858) 534-3400 |
|--|--|----------------|

APPENDIX B

SAN DIEGO COUNTY OCCUPATIONS AND WAGES 2000 - 2002

Occupations and Wages

| Occupational Title | Data Collection | ----- Wage Range and (Median) ----- | | | |
|---|-----------------|-------------------------------------|---------------------------|---------------------------|--|
| | Date | No Experience | Experience | 3 Years with Firm | |
| Accountants and Auditors | 2002 | \$10.65 - 15.34 (\$13.42) | \$9.78 - 21.58 (\$16.79) | \$12.79 - 26.37 (\$20.20) | |
| Adult and Child Day Care Center Directors | 2002 | \$7.65 - 22.77 (\$9.00) | \$8.25 - 27.57 (\$17.74) | \$10.50 - 31.16 (\$19.18) | |
| Amusement and Recreation Attendants Combined Union and Non-Union Wages: | 2001 | \$6.25 - 7.35 (\$6.25) | \$6.25 - 10.00 (\$7.00) | \$7.00 - 13.00 (\$8.00) | |
| Assemblers and Fabricators - except Machine, Electrical, Electronic, and Precision | 2002 | \$6.75 - 8.00 (\$6.75) | \$6.75 - 12.00 (\$8.00) | \$8.00 - 18.00 (\$11.00) | |
| Automotive Body and Related Repairers | 2000 | \$5.75 - 12.50 (\$7.50) | \$8.00 - 21.58 (\$13.50) | \$10.00 - 32.00 (\$20.50) | |
| Automotive Mechanics | 2000 | \$6.00 - 10.00 (\$7.67) | \$8.25 - 25.00 (\$13.71) | \$12.00 - 27.81 (\$20.00) | |
| Bill and Account Collectors | 2000 | \$5.75 - 10.02 (\$9.50) | \$7.50 - 15.00 (\$10.00) | \$10.00 - 18.99 (\$13.00) | |
| Bioinformaticians - Estimated Wages: | 2002 | \$19.40 - 21.43 (\$19.66) | \$26.05 - 33.56 (\$28.29) | \$37.21 - 40.75 (\$38.36) | |
| Biotechnology Research Assistants | 2001 | \$7.00 - 12.47 (\$12.00) | \$12.00 - 19.18 (\$14.38) | \$13.62 - 21.58 (\$16.78) | |
| Brick Masons | 2001 | \$8.00 - 12.00 (\$9.50) | \$11.00 - 18.00 (\$16.00) | \$17.00 - 26.00 (\$22.50) | |
| Broadcast Technicians Union Wages: | 2001 | \$7.00 - 13.01 (\$9.50) | \$9.00 - 21.58 (\$13.50) | \$10.00 - 22.16 (\$16.58) | |
| Call Center Workers Combined Union and Non - Union Wages: | 2000 | \$7.00 - 11.61 (\$8.25) | \$7.00 - 12.11 (\$9.25) | \$8.00 - 15.76 (\$11.00) | |
| Carpenters | 2002 | \$8.00 - 10.00 (\$9.00) | \$10.00 - 25.00 (\$17.50) | \$15.50 - 30.00 (\$22.75) | |
| Child Care Workers | 2001 | \$6.50 - 8.00 (\$7.75) | \$7.50 - 10.00 (\$9.00) | \$8.80 - 14.38 (\$11.00) | |
| Civil Engineering Technicians Combined Union and Non Union Wages: | 2002 | \$14.00 - 16.00 (\$15.00) | \$11.99 - 23.01 (\$17.50) | \$14.38 - 33.50 (\$25.89) | |
| Computer Aided Design (CAD) Technicians | 2002 | \$7.19 - 14.00 (\$10.33) | \$7.19 - 21.58 (\$14.71) | \$10.55 - 28.50 (\$19.18) | |
| Computer Animators | 2001 | \$8.00 - 16.00 (\$12.71) | \$10.50 - 18.00 (\$15.34) | \$16.00 - 22.50 (\$19.18) | |
| Computer Network Administrators / Managers | 2000 | Insufficient Data | \$11.99 - 25.57 (\$20.03) | \$16.78 - 33.56 (\$26.37) | |
| Computer Programmers | 2002 | \$13.97 - 21.58 (\$16.78) | \$13.95 - 33.56 (\$21.58) | \$17.43 - 38.36 (\$28.77) | |
| Computer Support Specialists Combined Union and Non-Union Wages: | 2000 | Insufficient Data | \$10.50 - 20.00 (\$16.04) | \$12.25 - 29.68 (\$19.72) | |
| Concrete and Terrazzo Finishers Combined Union and Non-Union Wages: | 2000 | \$9.00 - 10.00 (\$9.50) | \$12.00 - 22.22 (\$16.00) | \$13.00 - 26.67 (\$20.00) | |
| Construction Managers Combined Union and Non-Union Wages: | 2001 | Insufficient Data | \$17.00 - 25.97 (\$21.21) | \$19.00 - 44.44 (\$29.38) | |
| Cooks - Restaurant | 2002 | Insufficient Data | \$6.75 - 11.00 (\$8.00) | \$8.00 - 15.50 (\$11.25) | |

Occupations and Wages

| Occupational Title | Data Collection Date | ----- Wage Range and (Median) ----- | | | |
|--|----------------------------|-------------------------------------|---------------------------|---------------------------|--|
| | | No Experience | Experience | 3 Years with Firm | |
| Customer Service Representatives - Utilities | 2001 | \$7.00 - 11.00 (\$9.00) | \$8.00 - 15.45 (\$11.00) | \$10.00 - 20.00 (\$15.00) | |
| Dental Assistants | 2000 | \$6.50 - 12.00 (\$11.00) | \$10.00 - 15.00 (\$12.00) | \$14.00 - 19.00 (\$15.00) | |
| Combined Union and Non-Union Wages: | | | | | |
| Desktop Publishing - Graphic Designers | 2001 | Insufficient Data | \$8.00 - 14.50 (\$11.48) | \$10.00 - 20.00 (\$15.00) | |
| Drafters | 2000 | \$10.00 - 10.50 (\$10.25) | \$10.00 - 19.18 (\$12.95) | \$12.95 - 28.77 (\$18.00) | |
| Electrical and Electronic Assemblers | 2002 | \$6.75 - 10.00 (\$7.00) | \$6.75 - 10.00 (\$8.00) | \$8.00 - 12.00 (\$10.00) | |
| Electrical and Electronic Engineering Technicians and Technologists | 2002 | Insufficient Data | \$9.00 - 19.18 (\$14.00) | \$14.50 - 23.97 (\$20.00) | |
| Electrical and Electronic Engineers | 2002 | \$16.78 - 20.00 (\$19.18) | \$17.98 - 31.16 (\$23.97) | \$19.50 - 38.36 (\$28.77) | |
| Electricians | 2000 | \$7.00 - 9.00 (\$8.00) | \$9.00 - 20.00 (\$14.75) | \$15.00 - 23.71 (\$17.50) | |
| Union Wages: | | Insufficient Data | \$9.00 - 25.21 (\$18.25) | \$13.00 - 31.26 (\$21.90) | |
| Events / Meeting Planners | 2000 | \$8.00 - 11.99 (\$10.46) | \$8.75 - 15.98 (\$13.04) | \$10.00 - 19.02 (\$14.86) | |
| Fiber Optic Technicians | 2002 | Insufficient Data | \$10.00 - 16.00 (\$15.00) | \$12.00 - 20.00 (\$18.00) | |
| Union Wages: | | \$20.00-20.00 (\$20.00) | \$21.46 - 25.00 (\$23.23) | \$23.59 - 30.00 (\$26.80) | |
| Financial Managers | 2000 | Insufficient Data | \$15.14 - 31.96 (\$23.66) | \$19.61 - 38.36 (\$29.41) | |
| Fitness / Wellness Coordinators | 2001 | Insufficient Data | \$7.50 - 47.95 (\$25.00) | \$12.00 - 47.95 (\$30.00) | |
| Firefighters Union Wages: | 2002 | \$6.75 - 18.09 (\$13.00) | \$10.67 - 18.27 (\$13.15) | \$10.50 - 25.00 (\$18.04) | |
| Food Preparation Workers | 2002 | \$6.75 - 6.75 (\$6.75) | \$6.75 - 7.50 (\$6.88) | \$7.00 - 13.00 (\$10.00) | |
| Foreign Language and Literature Teachers, Postsecondary | 2001 | Insufficient Data | \$10.93 - 50.00 (\$17.75) | \$13.00 - 51.14 (\$21.75) | |
| Union Wages: | | Insufficient Data | \$14.38 - 35.00 (\$17.98) | \$19.18 - 40.00 (\$21.58) | |
| General Office Clerks | 2001 | \$7.00 - 9.00 (\$8.00) | \$9.00 - 12.00 (\$10.00) | \$10.00 - 17.00 (\$14.00) | |
| Union Wages: | | Insufficient Data | \$7.48 - 14.00 (\$10.33) | \$10.25 - 15.00 (\$11.30) | |
| Graphic Art Designer | 2001 | \$8.00 - 10.00 (\$8.92) | \$8.52 - 16.78 (\$12.87) | \$12.00 - 20.00 (\$16.78) | |
| Home Health Aides | 2001 | \$7.00 - 8.00 (\$7.25) | \$7.50 - 10.00 (\$8.25) | \$7.50 - 12.00 (\$9.63) | |
| Interior Designers | 2001 | \$8.50 - 19.18 (\$12.25) | \$8.52 - 20.00 (\$14.38) | \$12.79 - 30.00 (\$19.00) | |
| Internet Web Site Designers / Developers | 2000 | \$13.64 - 30.00 (\$15.00) | \$11.51 - 30.00 (\$19.18) | \$16.78 - 50.00 (\$32.36) | |
| Janitors and Cleaners - except Maids and Housekeeping Cleaners | 2002 | \$6.75 - 7.50 (\$7.00) | \$6.75 - 10.00 (\$7.50) | \$6.75 - 13.00 (\$8.75) | |
| Librarians - Professional | 2002 | \$11.06 - 15.34 (\$13.97) | \$13.44 - 21.58 (\$18.83) | \$15.56 - 35.96 (\$23.11) | |
| Union Wages: | | \$10.00 - 18.17 (\$16.38) | \$10.00 - 23.15 (\$18.67) | \$10.75 - 25.40 (\$19.68) | |
| Licensed Vocational Nurses | 2000 | \$11.00 - 13.00 (\$11.86) | \$11.00 - 15.30 (\$12.50) | \$13.50 - 18.71 (\$16.00) | |
| Combined Union and Non-Union Wages: | | | | | |

Occupations and Wages

| Occupational Title | Data Collection Date | ----- Wage Range and (Median) ----- | | | |
|--|----------------------------|-------------------------------------|--|---------------------------|---------------------------|
| | | No Experience | | Experience | 3 Years with Firm |
| Machinists | 2002 | Insufficient Data | | \$8.25 - 19.00 (\$15.00) | \$12.50 - 26.00 (\$20.00) |
| Maintenance Repairers - General Utility | 2001 | Insufficient Data | | \$7.00 - 14.38 (\$9.00) | \$8.00 - 18.13 (\$12.00) |
| Combined Union and Non-Union Wages: | | | | | |
| Marine Technicians | 2001 | Insufficient Data | | \$11.00 - 16.00 (\$14.00) | \$15.00 - 39.95 (\$22.00) |
| Mechanical Engineers | 2000 | \$13.04 - 35.00 (\$17.05) | | \$18.03 - 35.00 (\$21.58) | \$23.01 - 38.00 (\$28.77) |
| Medical and Clinical Lab Technologists | 2002 | \$8.50 - 15.00 (\$14.00) | | \$12.00 - 21.00 (\$16.30) | \$14.00 - 23.93 (\$19.50) |
| Medical Assistants | 2002 | \$8.00 - 11.00 (\$9.00) | | \$9.00 - 13.50 (\$11.30) | \$12.00 - 16.00 (\$14.00) |
| Medical Records Technicians | 2001 | \$7.25 - 9.00 (\$7.71) | | \$7.25 - 10.50 (\$8.00) | \$8.50 - 11.00 (\$10.00) |
| Network Professionals | 2002 | \$12.47 - 19.18 (\$15.58) | | \$14.38 - 23.97 (\$19.78) | \$16.78 - 31.16 (\$24.57) |
| Nurse Aides | 2002 | \$7.00 - 10.50 (\$9.00) | | \$7.75 - 11.00 (\$9.13) | \$8.53 - 12.00 (\$10.50) |
| Nurse Practitioners | 2001 | Insufficient Data | | \$19.00 - 32.52 (\$25.57) | \$23.97 - 43.15 (\$34.00) |
| Operating Engineers | 2001 | Insufficient Data | | \$12.00 - 28.54 (\$16.00) | \$18.00 - 30.00 (\$23.50) |
| Union Wages: | | \$12.00 - 17.06 (\$14.38) | | \$14.00 - 30.00 (\$20.25) | \$20.00 - 35.00 (\$26.00) |
| Paralegal Personnel | 2001 | \$9.00 - 11.99 (\$10.25) | | \$9.59 - 21.58 (\$13.94) | \$13.42 - 25.17 (\$18.25) |
| Personnel, Training, and Labor Relations Managers | 2000 | Insufficient Data | | \$12.95 - 26.37 (\$17.24) | \$16.78 - 38.36 (\$23.97) |
| Physical Therapy Assistants | 2000 | \$8.00 - 12.45 (\$9.50) | | \$11.25 - 22.00 (\$16.50) | \$15.00 - 22.00 (\$19.00) |
| Plasterers and Stucco Masons | 2001 | \$6.75 - 11.00 (8.00) | | \$8.50 - 20.00 (16.00) | \$12.00 - 22.00 (19.00) |
| Police Patrol Officers Union Wages: | 2002 | \$16.52 - 21.10 (\$18.76) | | \$16.25 - 22.31 (\$20.14) | \$21.10 - 28.77 (\$24.15) |
| Public Relations Managers | 2002 | \$9.59 - 14.38 (\$11.99) | | \$11.51 - 23.97 (\$15.13) | \$14.38 - 28.77 (\$21.02) |
| Purchasing Agents - except Wholesale, Retail, and Farm Products | 2002 | Insufficient Data | | \$14.38 - 26.70 (\$18.00) | \$9.50 - 31.96 (\$21.58) |
| Purchasing Managers | 2000 | Insufficient Data | | \$12.00 - 24.53 (\$19.66) | \$15.34 - 39.76 (\$26.41) |
| Quality Assurance Technicians | 2000 | \$10.00 - 14.00 (\$11.99) | | \$7.50 - 19.18 (\$15.29) | \$9.00 - 28.77 (\$20.00) |
| Radiologic Technologists | 2001 | \$12.27 - 17.00 (\$15.50) | | \$13.00 - 22.00 (\$18.00) | \$17.26 - 28.00 (\$24.00) |
| Receptionists and Information Clerks | 2000 | \$6.00 - 8.00 (\$7.00) | | \$7.00 - 11.51 (\$9.00) | \$9.00 - 13.50 (\$12.00) |
| Recreation Workers | 2000 | \$5.75 - 8.50 (\$6.79) | | \$5.75 - 12.38 (\$8.50) | \$7.00 - 17.68 (\$10.50) |
| Combined Union and Non-Union Wages: | | | | | |
| Registered Nurses | 2001 | \$16.00 - 22.00 (\$18.50) | | \$17.50 - 24.00 (\$20.00) | \$20.00 - 26.00 (\$22.00) |
| Sales Agents - Advertising | 2001 | Insufficient Data | | \$10.00 - 21.58 (\$14.38) | \$11.51 - 28.77 (\$20.14) |
| Including Commissions and Bonuses: | | | | | |
| Sales Representatives, Scientific (except Retail) | 2000 | Insufficient Data | | \$7.19 - 21.58 (\$15.00) | \$9.59 - 33.56 (\$18.84) |

Occupations and Wages

| Occupational Title | Data Collection Date | ----- Wage Range and (Median) ----- | | | |
|--|----------------------------|-------------------------------------|---------------------------|---------------------------|--|
| | | No Experience | Experience | 3 Years with Firm | |
| Salespersons - Retail (except Vehicle Sales) | 2000 | \$5.75 - 7.00 (\$6.50) | \$6.35 - 8.50 (\$7.50) | \$7.00 - 11.00 (\$9.00) | |
| Secretaries - except Legal and Medical | 2002 | \$8.00 - 9.00 (\$8.50) | \$8.00 - 13.50 (\$10.00) | \$11.00 - 17.05 (\$13.00) | |
| Union Wages: | | \$12.51 - 15.99 (\$14.25) | \$7.19 - 16.58 (\$13.23) | \$8.12 - 16.71 (\$14.54) | |
| Software Engineers | 2000 | \$11.00 - 19.18 (\$15.77) | \$14.00 - 31.16 (\$20.89) | \$19.18 - 38.36 (\$29.83) | |
| Stock Clerks - Sales Floor | 2002 | \$6.75 - 7.00 (\$6.75) | \$6.75 - 9.50 (\$7.00) | \$7.75 - 15.00 (\$10.00) | |
| Union Wages: | | \$6.75 - 6.75 (\$6.75) | \$6.75 - 9.40 (\$7.62) | \$12.00 - 15.00 (\$14.88) | |
| Storage and Distribution Managers | 2002 | \$11.51 - 14.79 (\$13.11) | \$8.52 - 19.18 (\$14.62) | \$10.65 - 23.44 (\$18.00) | |
| Surgical Technicians | 2002 | Insufficient Data | \$10.00 - 20.00 (\$14.19) | \$16.00 - 30.00 (\$17.50) | |
| Systems Analysts - Electronic Data Processing | 2001 | Insufficient Data | \$14.00 - 28.77 (\$22.18) | \$17.00 - 38.36 (\$28.39) | |
| Union Wages: | | Insufficient Data | \$19.38 - 26.37 (\$24.23) | \$23.50 - 33.56 (\$28.08) | |
| Teachers - Elementary School | 2002 | Insufficient Data | \$13.70 - 16.44 (\$15.07) | \$15.34 - 18.63 (\$16.99) | |
| Union Wages: | | \$18.63 - 19.75 (\$19.20) | \$18.63 - 21.92 (\$20.34) | \$20.00 - 26.30 (\$23.29) | |
| Teachers - Kindergarten | 2001 | \$6.90 - 13.70 (\$10.76) | \$7.19 - 14.25 (\$11.51) | \$11.51 - 15.98 (\$14.13) | |
| Union Wages: | | \$13.42 - 22.37 (\$18.63) | \$13.42 - 23.37 (\$18.63) | \$14.86 - 26.23 (\$20.86) | |
| Teachers - Secondary School | 2002 | \$11.99 - 16.99 (\$16.44) | \$10.07 - 19.73 (\$14.88) | \$10.55 - 21.92 (\$17.06) | |
| Union Wages: | | \$15.58 - 19.77 (\$18.15) | \$17.76 - 19.73 (\$19.18) | \$19.18 - 27.25 (\$21.20) | |
| Teachers - Special Education | 2000 | \$8.58 - 14.86 (\$8.63) | \$8.63 - 19.18 (\$13.66) | \$10.07 - 21.58 (\$16.78) | |
| Union Wages: | | \$13.42 - 21.37 (\$15.58) | \$14.25 - 24.07 (\$17.20) | \$15.34 - 26.60 (\$20.72) | |
| Technical Writers | 2001 | \$16.78 - 19.18 (\$17.26) | \$16.78 - 28.77 (\$20.62) | \$19.18 - 33.56 (\$28.77) | |
| Telecommunications Engineers | 2002 | Insufficient Data | \$16.78 - 24.93 (\$20.40) | \$19.18 - 32.60 (\$28.77) | |
| Telecommunications Technicians | 2000 | \$12.00 - 15.00 (\$13.50) | \$9.13 - 25.00 (\$17.00) | \$16.00 - 30.00 (\$23.97) | |
| Combined Union and Non-Union Wages: | | | | | |
| Traffic, Shipping, and Receiving Clerks | 2000 | \$6.50 - 7.75 (\$7.00) | \$6.75 - 11.88 (\$8.25) | \$8.00 - 15.00 (\$10.00) | |
| Combined Union and Non-Union Wages: | | | | | |
| Travel Agents | 2001 | \$6.25 - 9.00 (\$8.00) | \$8.00 - 12.50 (\$10.00) | \$9.00 - 15.00 (\$12.00) | |
| Truck Drivers, Light - Include Delivery and Route Workers | 2002 | \$6.75 - 10.00 (\$8.00) | \$7.25 - 12.00 (\$10.00) | \$8.00 - 17.26 (\$11.76) | |
| Veterinary Assistants | 2001 | \$6.25 - 8.50 (\$7.50) | \$7.50 - 10.00 (\$8.50) | \$8.50 - 13.50 (\$10.00) | |
| Welders and Cutters | 2001 | \$6.50 - 10.00 (\$9.80) | \$10.00 - 20.00 (\$15.00) | \$12.00 - 23.97 (\$17.10) | |
| Combined Union and Non-Union Wages: | | | | | |
| Writers and Editors | 2000 | \$7.50 - 12.11 (\$10.55) | \$8.00 - 23.97 (\$12.50) | \$8.50 - 28.77 (\$15.14) | |

APPENDIX C

REGIONAL CALIFORNIA AGENCIES PROVIDING LOCAL LABOR MARKET INFORMATION

REGIONAL CALIFORNIA AGENCIES PROVIDING LOCAL LABOR MARKET INFORMATION

Alameda County

Oakland Private Industry Council

1212 Broadway, Suite 100
Oakland, CA 94612
510.768.4408
www.oaklandpic.org

Butte County

Butte Council Private Industry Council
78 Table Mountain Boulevard
Oroville, CA 95965
530.538.6798
www.nortec.org

Colusa/Glenn/Lake/Sutter/Yuba Counties

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City, CA 95991
530.898.7020
www.northcentralcounties.org

Contra Costa County

Workforce Development Board of Contra Costa County
2425 Bisso Lane, Suite 100
Concord, CA 94520
925.646.5039
www.wdbccc.com

Fresno County

Fresno County Workforce Investment Board
2035 Tulare Street, Suite 203
Fresno, CA 93721
559.490.7174
www.jobsfresno.com

Humboldt County

Humboldt County Department of Health and Human Services
Employment Training Division
930 Sixth Street
Eureka, CA 95501
707.441.4664
www.humboldtetd.com

Imperial County

Workforce Investment Board of Imperial County
Building 2695, South 4th Street
El Centro, CA 92243
760.336.4074
www.wibic.org

Kings County

Kings County Job Training Office
120 North Irwin Street
Hanford, CA 93230
559.585.4727
www.kingsedc.org

Los Angeles County

City of Long Beach, Workforce Development Bureau
100 Pine Avenue, Suite 1100
Long Beach, CA 92802
562.570.7755
www.longbeachworkforce.org

Madera County

Madera County Private Industry Council
209 East 7th Street
Madera, CA 93638
559.662.4593
www.maderaworkforce.org

Marin/Napa/Solano/Sonoma Counties

North Bay Employment Connection
1700 Second Street, Suite 378
Napa, CA 94559
707.259.5917
www.northbayemployment.org

Mariposa/Amador/Calaveras/Tuolumne Counties

Mother Lode Job Training Agency
19990 Cedar Road North
Sonora, CA 95370
209.532.2820
www.mljt.org

Mendocino County

Mendocino Works Employment Resource Center
631 South Orchard Avenue
Ukiah, CA 95482
707.467.5912
www.mpic.org

Merced County

Merced County Department of Workforce Investment
1880 W. Wardrobe Avenue
Merced, CA 95340
209.724.2152
www.co.merced.ca.us

**Modoc/Del Norte/
Lassen/Plumas/Siskiyou/Tehama/ Trinity Counties**

Northern Rural Training and Employment Consortium
78 Table Mountain Boulevard, #156
Oroville, CA 95695
530.538.5378
www.ncen.org

Monterey/San Benito/Santa Cruz Counties

Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905
831.796.3312
www.co.monterey.ca.us

Orange County

Orange County Workforce Investment Board
1300 South Grand Avenue, Building B - 3rd Floor
Santa Ana, CA 92705
714.567.7414
www.oc.ca.gov

**Placer/El Dorado/Sierra/Nevada/Alpine
Counties**

Golden Sierra Job Training Agency
117 New Mohawk Road, Suite E
Nevada City, CA 95959
530.265.3201
www.goldensierra.com

Riverside County

Riverside County EDA Job Training
1151 Spruce Street
Riverside, CA 92507
909.955.1029
www.rivcoeda.org

Sacramento/Yolo Counties

Sacramento Employment & Training Agency
1217 Del Paso Boulevard
Sacramento, CA 95815
916.263.3893
www.seta.net

San Bernardino County

County of San Bernardino, Economic Development and Public Services Group
 215 North 'D' Street, Suite 201
 San Bernardino, CA 92415
 909.381.7949
www.sbcounty.gov

San Francisco County

Private Industry Council of San Francisco, Inc.
 1650 Mission Street, Suite 300
 San Francisco, CA 94103
 415.431.8700
www.411@picsf.org

San Joaquin County

San Joaquin Employment & Economic Development Department
 850 North Hunter Street
 Stockton, CA 95202
 209.468.3533
www.sjworknet.org

San Luis Obispo County

San Luis Private Industry Council
 4111 Broad Street, Suite A
 San Luis Obispo, CA 93401
 805.541.4117
www.jobhunt.org

San Mateo/Santa Clara Counties

NOVA Workforce Investment Board
 505 West Olive Street, Suite 550
 Sunnyvale, CA 94086
 408.730.7833
www.novaworks.org

Santa Barbara County

County of Santa Barbara, Department of Social Services

 1410 South Broadway, Suite A
 Santa Maria, CA 93454
 805.614.1503
www.workforceresource.com

Shasta County

Shasta County Private Industry Council
 1201 Placer Street
 Redding, CA 96001
 530.245.4596
www.shastasmart.com

Stanislaus County

Stanislaus County Department of Employment & Training
 P.O. Box 3389
 Modesto, CA 95353
 209.558.2107
www.stannet.org

Tulare County

Tulare County Workforce Investment Department
 4025 West Noble Avenue, Suite A
 Visalia, CA 93277
 559.713.5234
www.tcpic.org

Ventura County

County of Ventura, Workforce Administration
 505 Poli Street
 Ventura, CA 93001
 805.652.7842
www.wib.ventura.org



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